# TERMS OF SERVICE

## NotarizeIt Services LLC

**Effective Date: August 13, 2025**

## 1. INTRODUCTION AND ACCEPTANCE OF TERMS

### 1.1 Company Information

These Terms of Service (“Terms,” “Agreement,” or “TOS”) constitute a legally binding agreement between you (“Client,” “User,” “you,” or “your”) and NotarizeIt Services LLC, a Florida limited liability company with its principal place of business at 2400 Sunset Bluff Dr, Jacksonville, FL 32216 (“NotarizeIt Services,” “Company,” “we,” “our,” or “us”).

### 1.2 Acceptance of Terms

By accessing or using our notary and signing agent services, whether through our website at https://www.notarizeitservices.cloud, in person, or through any other means, you acknowledge that you have read, understood, and agree to be bound by these Terms of Service. If you do not agree to these Terms, you must not access or use our services.

### 1.3 Modifications to Terms

NotarizeIt Services reserves the right, at our sole discretion, to modify, alter, update, or replace these Terms at any time. The most current version will be posted on our website with the effective date clearly indicated. Your continued use of our services following the posting of any changes constitutes your acceptance of such changes. It is your responsibility to check our website periodically for changes.

### 1.4 Electronic Communications

By using our services, you consent to receive communications from us electronically, including emails, texts, and notices posted on our website. You agree that all agreements, notices, disclosures, and other communications that we provide electronically satisfy any legal requirement that such communications be in writing.

### 1.5 Compliance with Jacksonville Municipal Code

NotarizeIt Services maintains all required business licenses and permits in accordance with Jacksonville Municipal Code Chapter 772 and other applicable local regulations. Our business tax receipt number is available upon request.

## 2. SERVICE DESCRIPTION AND SCOPE

### 2.1 Notarial Services Offered

NotarizeIt Services provides the following notarial services in compliance with Florida Statutes Chapter 117:

#### 2.1.1 Traditional In-Person Notarization

Services include but are not limited to:

* Acknowledgments
* Jurats (oaths and affirmations)
* Witnessing signatures
* Certified copies (as permitted by law)
* Verification of identity
* Administering oaths and affirmations

#### 2.1.2 Remote Online Notarization (RON)

In accordance with Florida Statutes Chapter 117 Part II, we provide remote online notarization services through approved platforms, including:

* Proof DBA Notarize
* BlueNotary
* Qualia
* Pactima

RON services include all notarial acts permitted under Florida law for remote online notarization, subject to identity verification requirements and technological capabilities.

#### 2.1.3 Signing Agent Services

We provide specialized signing agent services for:

* Real estate transactions
* Loan document execution
* Mortgage closings
* Refinancing transactions
* Other document signing services requiring notarization

### 2.2 Geographic Service Area

#### 2.2.1 Primary Service Area

While NotarizeIt Services coordinates notary services nationwide, our primary focus is on statewide Florida service. We employ distance-based travel, aligning the assigned notary location with the requested signing location, where feasible.

#### 2.2.2 Travel Limitations

Signings exceeding 45 miles from the assigned notary’s location will not be serviced. For locations beyond this range, we may attempt to coordinate with other notaries in our network, but service cannot be guaranteed.

#### 2.2.3 Jurisdictional Limitations

All notarial services are subject to jurisdictional limitations imposed by applicable state laws. Florida notaries may only perform notarial acts while physically present within the state of Florida, except as specifically permitted for RON services under Florida Statutes Chapter 117 Part II.

### 2.3 Document Preparation and Printing Services

#### 2.3.1 Basic Document Printing

NotarizeIt Services offers basic document printing services for an additional fee. Fees are determined based on document length, complexity, and printing requirements.

#### 2.3.2 Document Preparation Limitations

We do not provide legal advice or document preparation services that could be construed as the unauthorized practice of law. Our services are limited to the printing of documents provided by you or your authorized representatives.

#### 2.3.3 Document Quality Requirements

Documents provided for printing must be:

* In standard printable format (PDF preferred)
* Clearly legible
* Complete and ready for execution
* Provided with sufficient advance notice for printing

### 2.4 Service Limitations and Exclusions

#### 2.4.1 Legal Advice Prohibition

NotarizeIt Services and its notaries do not provide legal advice. Notaries are prohibited from advising on document content, legal effects, or rights and obligations.

#### 2.4.2 Prohibited Notarial Acts

We will not perform notarial acts that:

* Violate Florida law or notarial regulations
* Involve documents the notary believes to be fraudulent
* Involve signers who cannot be properly identified
* Involve signers who appear to be under duress
* Involve signers who appear to lack capacity to understand the document
* Would create a conflict of interest for the notary

#### 2.4.3 Document Restrictions

Certain documents may be unsuitable for our services due to legal requirements, complexity, or jurisdictional limitations. We reserve the right to decline service for any document at our discretion.

## 3. USER ELIGIBILITY AND ACCOUNT REQUIREMENTS

### 3.1 Identity Verification Requirements

#### 3.1.1 Acceptable Identification

In accordance with Florida Statutes § 117.245 and regulations established by the Florida Secretary of State, all individuals requiring notarial services must present acceptable identification. Typically acceptable forms include:

* A state-issued identification card
* A driver’s license issued by any U.S. state or territory
* A United States passport
* Other government-issued identification meeting statutory requirements

#### 3.1.2 Additional Identification for RON

For Remote Online Notarization services, additional identity verification methods will be employed as required by Florida Statutes Chapter 117 Part II, including:

* Knowledge-based authentication
* Credential analysis
* Other methods prescribed by law or administrative rules

#### 3.1.3 Identification Verification Process

The notary will:

* Examine identification documents for authenticity
* Verify that the photograph and description match the presenter
* Confirm that identification is current and not expired
* Record identification details as required by law

### 3.2 Age and Capacity Requirements

#### 3.2.1 Age Requirements

All signers must be at least 18 years of age or otherwise legally empowered to execute the documents in question.

#### 3.2.2 Mental Capacity

Signers must have the mental capacity to understand the nature and effect of the documents they are signing. The notary may refuse service if there is reasonable doubt about a signer’s capacity.

#### 3.2.3 Voluntary Action

All signers must be acting voluntarily and not under duress, coercion, or undue influence. The notary may refuse service if there is reasonable suspicion that a signer is not acting voluntarily.

### 3.3 Account Registration for Online Services

#### 3.3.1 Account Creation Requirements

To use our online scheduling system or RON services, you must create an account by providing:

* Full legal name
* Valid email address
* Contact telephone number
* Physical address
* Other information as required for specific services

#### 3.3.2 Account Security Responsibilities

You are responsible for:

* Maintaining the confidentiality of your account credentials
* All activities that occur under your account
* Immediately notifying us of any unauthorized use of your account
* Ensuring your account information remains current and accurate

#### 3.3.3 Account Restrictions

NotarizeIt Services reserves the right to:

* Verify any information you provide during registration
* Refuse service or terminate accounts that provide false information
* Suspend or terminate accounts for violations of these Terms
* Limit access to certain features based on verification status

## 4. SCHEDULING AND APPOINTMENT MANAGEMENT

### 4.1 Business Hours and Availability

#### 4.1.1 Standard Business Hours

NotarizeIt Services operates during the following hours:

* Monday through Saturday: 8:00 AM to 2:00 PM and 4:00 PM to 9:00 PM Eastern Time
* For notary safety, travel for in-person notarizations ends at 8:00 PM

#### 4.1.2 After-Hours Services

Services outside standard business hours may be available by special arrangement and are subject to additional fees as outlined in Section 5.

#### 4.1.3 Holiday Closures

NotarizeIt Services observes federal holidays and may have limited availability on or around these dates. Current holiday schedules will be posted on our website.

### 4.2 Appointment Scheduling

#### 4.2.1 Advance Notice Requirements

One-day advance notice is preferred for all appointments. Same-day and last-minute scheduling is available subject to notary approval and selection, and may incur additional fees.

#### 4.2.2 Scheduling Methods

Appointments may be scheduled through:

* Our online scheduling system at https://www.notarizeitservices.cloud
* Telephone at +1(904) 442-8105
* Email at Info@notarizeitservices.cloud

#### 4.2.3 Required Scheduling Information

When scheduling an appointment, you must provide:

* Names of all signers requiring notarial services
* Physical address for in-person services
* Document type(s) and quantity of notarizations needed
* Preferred date and time
* Special requirements or accommodations needed
* Contact information for all relevant parties

### 4.3 Appointment Modifications and Rescheduling

#### 4.3.1 Rescheduling Policy

Appointments may be rescheduled subject to the following conditions:

* Rescheduling with at least 5 hours’ notice: No fee
* Rescheduling with less than 5 hours but more than 2 hours’ notice: Fee applies
* Rescheduling with less than 2 hours’ notice: Not permitted (treated as cancellation)

#### 4.3.2 Modification Procedures

To modify an existing appointment, contact NotarizeIt Services through:

* Our online scheduling system
* Telephone at +1(904) 442-8105
* Email at Info@notarizeitservices.cloud

#### 4.3.3 Service Changes

Changes to service requirements (document types, number of notarizations, etc.) must be communicated at least 2 hours before the scheduled appointment time and may result in rescheduling if the changes cannot be accommodated.

### 4.4 Appointment Confirmation and Reminders

#### 4.4.1 Confirmation Process

Upon scheduling an appointment, you will receive:

* An immediate confirmation via email
* A detailed service agreement outlining services requested
* Payment information and requirements

#### 4.4.2 Appointment Reminders

NotarizeIt Services will send:

* A reminder 24 hours before your scheduled appointment
* A final reminder 2 hours before your scheduled appointment
* Contact information for your assigned notary (when applicable)

#### 4.4.3 Confirmation Requirements

You must confirm receipt of appointment details and acceptance of the service agreement prior to the appointment.

## 5. PAYMENT TERMS, BILLING, AND CANCELLATION POLICIES

### 5.1 Service Fees and Pricing Structure

#### 5.1.1 Traditional In-Person Notarization

* Base Price: $45.00 (includes up to 15 miles travel)
* Per Notarization/Stamp: $10.00 each
* Minimum Service Fee: $55.00

#### 5.1.2 Remote Online Notarization (RON)

* Base Price: $35.00 (includes 1 notarial stamp)
* Additional Seals: $15.00 per additional seal

#### 5.1.3 Signing Agent Services

* Package Prices: Range from $80.00 to $345.00 before upgrades
* Pricing is subject to change at Company’s discretion
* Clients will receive prior agreement on package pricing

#### 5.1.4 Managed Notary Provider Service

Use of Contracted Independent Signing Agents/Notaries through our Managed Notary Provider Service requires a fee of $100.00 in addition to the package price or subtotal for services.

#### 5.1.5 Additional Fees

* Travel beyond 15 miles: Additional fees apply based on distance
* Document printing: Fees based on volume and complexity
* Emergency services: 2x standard fees for same-day urgent requests
* Special handling or expedited services: As quoted

### 5.2 Payment Terms and Methods

#### 5.2.1 Payment Timing

Payment is due immediately upon service completion or upon receipt of invoice with agreement.

#### 5.2.2 Accepted Payment Methods

NotarizeIt Services accepts:

* Major credit and debit cards
* Electronic funds transfers
* Business checks (for established clients only)
* Cash (for in-person services only)
* Other payment methods as specified in the service agreement

#### 5.2.3 Invoicing Procedures

For clients with approved credit terms:

* Invoices will be issued upon completion of services
* Payment terms are net 15 days unless otherwise specified
* Late payments are subject to a 1.5% monthly interest charge

### 5.3 Cancellation and No-Show Policies

#### 5.3.1 Cancellation Policy

* Cancellation with more than 24 hours’ notice: No fee
* Cancellation with less than 24 hours but more than 1 hour before scheduled notary arrival: $25.00 fee
* Same-day cancellation within one hour of scheduled notary arrival: $25.00 fee plus charges for any pre-printed documents and shredding

#### 5.3.2 No-Show Policy

If you fail to appear or provide access at the scheduled appointment time:

* The full service fee will be charged
* Rescheduling will require payment of the no-show fee plus the new appointment fee

#### 5.3.3 Notary No-Show

In the rare event that our notary fails to appear for a confirmed appointment:

* You will receive a full refund of any prepaid fees
* We will offer priority rescheduling at a 25% discount

### 5.4 Incomplete Notarization Policy

#### 5.4.1 Client-Caused Incompletion

The full service fee will be charged regardless of completion if the notary arrives at the scheduled appointment and the notarization cannot be completed due to:

* Lack of proper identification
* Document issues or deficiencies
* Signer incapacity or unwillingness
* Any other client-related issue preventing completion

#### 5.4.2 Notary-Caused Incompletion

If the notarization cannot be completed due to notary error or limitation:

* No fee will be charged for the incomplete service
* We will reschedule at no additional cost
* Reasonable accommodations will be made to complete the service promptly

### 5.5 Emergency and After-Hours Services

#### 5.5.1 Emergency Service Definition

Emergency services are defined as:

* Requests for same-day service with less than 4 hours’ notice
* Services required outside standard business hours
* Services required on federal holidays

#### 5.5.2 Emergency Service Fees

Emergency services are available at 2x the standard fees for the requested service type.

#### 5.5.3 Availability Limitations

Emergency services are subject to notary availability and cannot be guaranteed. We will make reasonable efforts to accommodate emergency requests.

## 6. LIABILITY LIMITATIONS, INSURANCE DISCLOSURES, AND DISCLAIMERS

### 6.1 Liability Limitations

#### 6.1.1 Enhanced Liability Limitation

NotarizeIt Services’ liability for any claims arising from or related to our services is limited to the amount of fees charged for the specific service giving rise to the claim. This limitation applies to all claims regardless of the legal theory asserted, including but not limited to breach of contract, negligence, or any other cause of action.

#### 6.1.2 Exclusion of Consequential Damages

In no event shall NotarizeIt Services be liable for any indirect, incidental, special, exemplary, punitive, or consequential damages, including but not limited to:

* Lost profits or revenue
* Lost business opportunities
* Loss of data or information
* Business interruption
* Personal injury or property damage
* Any other losses not directly resulting from our services

#### 6.1.3 Direct Damages

NotarizeIt Services accepts liability for direct damages resulting from our negligence or willful misconduct, subject to the enhanced liability limitation described in Section 6.1.1.

### 6.2 Insurance and Bonding Requirements

#### 6.2.1 Notary Representative Insurance

NotarizeIt Services mandates that all Notary Representatives and Independent (contracted) Notaries obtain and maintain:

* A valid $7,500 surety bond as required by Florida Statutes § 117.05
* A minimum of $25,000 liability insurance for Registered Notary Publics (excluding signing agent liabilities)

#### 6.2.2 Signing Agent Insurance

Signing Agents are solely responsible for providing and maintaining any insurance coverage for their signing agent activities. NotarizeIt Services does not provide insurance coverage for independent contractor signing agents.

#### 6.2.3 Insurance Verification

Clients may request verification of notary bonds and insurance coverage by contacting NotarizeIt Services at Info@notarizeitservices.cloud.

### 6.3 Service Disclaimers

#### 6.3.1 No Legal Advice

NotarizeIt Services and its notaries do not provide legal advice. The notarial services provided do not constitute legal counsel, and no attorney-client relationship is created through the use of our services.

#### 6.3.2 Document Content Disclaimer

NotarizeIt Services and its notaries do not review document content for legal accuracy, enforceability, or suitability for any particular purpose. Clients are solely responsible for ensuring that documents meet their intended legal purpose.

#### 6.3.3 Third-Party Service Providers

NotarizeIt Services may engage independent contractors or third-party service providers to fulfill certain aspects of our services. While we make reasonable efforts to ensure the quality of these providers, we cannot guarantee their performance.

### 6.4 Force Majeure

#### 6.4.1 Definition of Force Majeure Events

Neither party shall be liable for any failure or delay in performance due to circumstances beyond their reasonable control, including but not limited to:

* Acts of God, natural disasters, or extreme weather events
* Pandemic, epidemic, or public health emergency
* War, terrorism, riots, or civil unrest
* Government actions or restrictions
* Power outages or telecommunications failures
* Transportation disruptions or failures

#### 6.4.2 Notification Requirement

The party affected by a force majeure event shall notify the other party as soon as reasonably possible and make good faith efforts to resume performance promptly.

#### 6.4.3 Termination for Extended Force Majeure

If a force majeure event continues for more than thirty (30) days, either party may terminate the affected service upon written notice to the other party.

## 7. PRIVACY AND DATA PROTECTION

### 7.1 Basic Confidentiality Requirements

#### 7.1.1 Notarial Confidentiality

NotarizeIt Services and its notaries will maintain the confidentiality of all notarial acts in accordance with Florida notary law minimums. This includes:

* Protecting the content of notarized documents
* Safeguarding personal identification information
* Maintaining secure notarial journals
* Limiting access to notarial records as permitted by law

#### 7.1.2 Business Transaction Confidentiality

Information related to business transactions, including pricing, service agreements, and client communications, will be kept confidential except as required for the performance of services or as required by law.

#### 7.1.3 Exceptions to Confidentiality

Confidentiality obligations do not apply to information that:

* Is or becomes publicly available through no fault of NotarizeIt Services
* Is required to be disclosed by law, regulation, or court order
* Is necessary to disclose to perform the requested services
* Is disclosed with the client’s written consent

### 7.2 Information Collection and Use

#### 7.2.1 Information Collected

NotarizeIt Services collects the following types of information:

* Contact information (name, address, phone, email)
* Identification information required for notarial acts
* Service preferences and history
* Payment information
* Communications with our staff

#### 7.2.2 Use of Information

Collected information is used solely for:

* Providing requested notarial services
* Processing payments
* Communicating about appointments and services
* Maintaining required notarial records
* Improving our services
* Complying with legal obligations

#### 7.2.3 Information Sharing

NotarizeIt Services does not sell, rent, or trade personal information. Information may be shared with:

* Notaries performing requested services
* Payment processors and financial institutions
* Service providers assisting with our operations
* Legal authorities when required by law

### 7.3 Data Security Measures

#### 7.3.1 Physical Security

NotarizeIt Services implements reasonable physical security measures to protect notarial journals, stamps, and physical documents, including:

* Secure storage of notarial equipment and records
* Limited access to physical records
* Proper disposal of physical documents

#### 7.3.2 Electronic Security

For electronic records and online services, we implement:

* Industry-standard encryption for data transmission
* Secure storage of electronic records
* Access controls and authentication measures
* Regular security updates and monitoring

#### 7.3.3 Third-Party Security

When using third-party platforms for RON services, we select providers that maintain appropriate security standards in compliance with Florida Department of State requirements.

### 7.4 Client Rights Regarding Data

#### 7.4.1 Access to Records

Clients may request access to their own records maintained by NotarizeIt Services, subject to verification of identity and applicable legal limitations.

#### 7.4.2 Correction of Information

Clients may request correction of inaccurate personal information by contacting us at Info@notarizeitservices.cloud.

#### 7.4.3 Deletion Requests

Clients may request deletion of certain information, subject to our legal obligations to maintain notarial records as required by Florida law.

## 8. INTELLECTUAL PROPERTY RIGHTS

### 8.1 Company Intellectual Property

#### 8.1.1 Ownership of Materials

NotarizeIt Services owns or has licensed all rights, title, and interest in and to:

* Our website and its content
* Our business name, logo, and trademarks
* Our proprietary processes and methodologies
* Marketing materials and business documents
* Software and technology used to provide our services

#### 8.1.2 Prohibited Uses

You may not, without our prior written permission:

* Use our name, logo, or trademarks for any purpose
* Copy, reproduce, or distribute our materials
* Modify or create derivative works based on our materials
* Use our intellectual property in a manner that suggests endorsement or affiliation

#### 8.1.3 Limited License

NotarizeIt Services grants you a limited, non-exclusive, non-transferable license to access and use our website and services solely for the purpose of receiving notarial services.

### 8.2 User Content and Materials

#### 8.2.1 Ownership of User Documents

Clients retain all ownership rights to the content of documents submitted for notarization. NotarizeIt Services claims no ownership interest in client documents.

#### 8.2.2 License to Use Client Materials

By submitting documents for notarization, you grant NotarizeIt Services a limited license to use, process, and handle such documents solely for the purpose of providing the requested notarial services.

#### 8.2.3 Representations and Warranties

You represent and warrant that:

* You own or have the right to use all documents submitted for notarization
* Your documents do not infringe on any third-party intellectual property rights
* Your documents do not contain unlawful, defamatory, or fraudulent content

### 8.3 Technology Platforms and Software

#### 8.3.1 Third-Party Platforms

NotarizeIt Services utilizes third-party platforms for RON services, including Proof DBA Notarize, BlueNotary, Qualia, and Pactima. These platforms are owned and operated by their respective companies.

#### 8.3.2 Platform Terms

Use of third-party RON platforms may be subject to additional terms and conditions imposed by the platform providers. You agree to comply with these terms when using such platforms.

#### 8.3.3 No Reverse Engineering

You agree not to reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code or underlying technology of any software or platform used to provide our services.

## 9. DISPUTE RESOLUTION AND GOVERNING LAW

### 9.1 Governing Law

#### 9.1.1 Applicable Law

These Terms and all matters arising out of or relating to these Terms or the services provided shall be governed by and construed in accordance with the laws of the State of Florida, without giving effect to any choice of law or conflict of law provisions.

#### 9.1.2 Jurisdiction

The courts located in Duval County, Florida shall have exclusive jurisdiction over any dispute arising from these Terms or the services provided by NotarizeIt Services.

#### 9.1.3 Compliance with Florida Notary Law

All notarial services are performed in compliance with Florida Statutes Chapter 117 and other applicable laws governing notaries public in the State of Florida.

### 9.2 Mandatory Mediation

#### 9.2.1 Mediation Requirement

Prior to initiating any legal action (except for injunctive relief), any dispute, claim, or controversy arising out of or relating to these Terms or the services provided must first be submitted to mandatory mediation through Florida dispute resolution services.

#### 9.2.2 Mediation Process

The mediation shall:

* Be conducted by a mediator certified under Florida law
* Take place in Jacksonville, Florida, unless otherwise agreed
* Be scheduled within sixty (60) days of a written request for mediation
* Be conducted confidentially
* Be shared equally in cost between the parties, unless otherwise agreed

#### 9.2.3 Mediation Failure

If the dispute cannot be resolved through mediation, either party may then pursue other legal remedies available under applicable law.

### 9.3 Limitation Period

#### 9.3.1 Time Limitation

Any cause of action or claim you may have arising out of or relating to these Terms or our services must be commenced within one (1) year after the cause of action accrues; otherwise, such cause of action or claim is permanently barred.

#### 9.3.2 Notice of Claim

Before initiating any formal dispute resolution process, you must notify NotarizeIt Services in writing of any claim or dispute and provide a reasonable period (not less than 30 days) to respond or cure.

### 9.4 Class Action Waiver

#### 9.4.1 Individual Claims Only

You agree that any dispute resolution proceedings will be conducted only on an individual basis and not in a class, consolidated, or representative action.

#### 9.4.2 No Class Arbitration

There shall be no right or authority for any claims to be arbitrated or litigated on a class action basis or on bases involving claims brought in a purported representative capacity on behalf of the general public.

## 10. TERMINATION AND ACCOUNT SUSPENSION

### 10.1 Termination by Client

#### 10.1.1 Termination of Specific Services

You may cancel scheduled appointments or terminate specific services as outlined in Section 5.3, subject to applicable cancellation fees.

#### 10.1.2 Account Termination

You may terminate your online account with NotarizeIt Services at any time by:

* Submitting a written request to Info@notarizeitservices.cloud
* Using the account termination feature on our website
* Contacting customer service at +1(904) 442-8105

#### 10.1.3 Effect of Termination

Upon termination of your account:

* Any pending appointments will be canceled
* You will remain responsible for any outstanding payments
* Your access to online services will be discontinued
* Your personal information will be retained as required by law

### 10.2 Termination or Suspension by NotarizeIt Services

#### 10.2.1 Termination for Cause

NotarizeIt Services may terminate or suspend your account and access to services immediately and without notice if:

* You breach any provision of these Terms
* You provide false or fraudulent information
* You engage in abusive or threatening behavior toward our staff
* We reasonably suspect fraudulent or illegal activity
* We are required to do so by law or regulatory authority

#### 10.2.2 Termination for Convenience

NotarizeIt Services may terminate or suspend any service or your account for any reason by providing thirty (30) days’ written notice.

#### 10.2.3 Effect of Termination

Upon termination by NotarizeIt Services:

* Any pending appointments may be canceled
* You will remain responsible for any outstanding payments
* Prepaid fees for canceled services will be refunded
* Your access to online services may be discontinued

### 10.3 Post-Termination Obligations

#### 10.3.1 Survival of Terms

The following provisions shall survive termination of these Terms:

* Payment obligations for services rendered
* Confidentiality obligations
* Intellectual property provisions
* Liability limitations
* Dispute resolution provisions
* Any other provision intended by its nature to survive termination

#### 10.3.2 Return of Materials

Upon termination, you must return any materials, equipment, or property belonging to NotarizeIt Services that may be in your possession.

#### 10.3.3 Data Retention

NotarizeIt Services will retain notarial records as required by Florida law, regardless of account termination. Non-notarial records may be retained for a reasonable period for business and legal purposes.

## 11. REGULATORY COMPLIANCE AND PROFESSIONAL STANDARDS

### 11.1 Notary Commission Requirements

#### 11.1.1 Notary Qualifications

All notaries providing services through NotarizeIt Services:

* Hold valid commissions issued by the Florida Department of State
* Have completed all required training and education
* Maintain required bonds and insurance
* Comply with all requirements of Florida Statutes Chapter 117

#### 11.1.2 RON Certification

Notaries performing Remote Online Notarization have:

* Completed additional training required for RON services
* Registered with the Florida Department of State as RON providers
* Maintain the additional bond required for RON services
* Use only approved RON platforms and technologies

#### 11.1.3 Continuing Education

NotarizeIt Services ensures that all notaries maintain current knowledge of notarial laws and practices through:

* Regular training updates
* Compliance monitoring
* Professional development resources

### 11.2 Notarial Journal Requirements

#### 11.2.1 Journal Maintenance

In accordance with Florida Statutes § 117.245, notaries performing services through NotarizeIt Services maintain detailed journals of all notarial acts, including:

* Date and time of the notarial act
* Type of notarial act performed
* Description of the document
* Name and address of each signer
* Identification verification method
* Fee charged for the notarial act

#### 11.2.2 Electronic Journal for RON

For Remote Online Notarizations, electronic journals are maintained in compliance with Florida Department of State requirements, including:

* Secure electronic storage
* Backup and recovery capabilities
* Access controls and audit trails
* Retention for the period required by law

#### 11.2.3 Journal Access

Access to notarial journals is strictly limited to:

* The notary who created the journal
* Authorized representatives of NotarizeIt Services
* Law enforcement with proper legal authority
* Persons authorized by court order
* The Florida Department of State

### 11.3 Professional Conduct Standards

#### 11.3.1 Impartiality

Notaries providing services through NotarizeIt Services maintain impartiality in all notarial acts and:

* Do not notarize documents in which they have a personal interest
* Do not notarize documents for close relatives as defined by Florida law
* Avoid conflicts of interest that could compromise impartiality

#### 11.3.2 Professional Behavior

All representatives of NotarizeIt Services adhere to high standards of professional conduct, including:

* Punctuality for appointments
* Professional appearance and demeanor
* Clear communication
* Respectful treatment of all clients
* Confidentiality and discretion

#### 11.3.3 Refusal of Service

NotarizeIt Services reserves the right to refuse service when:

* The requested notarial act would violate law or notarial regulations
* The signer cannot be properly identified
* The signer appears to be under duress or coercion
* The signer lacks capacity to understand the document
* The document appears fraudulent or suspicious

## 12. TECHNOLOGY REQUIREMENTS AND PLATFORM SPECIFICATIONS

### 12.1 RON Platform Requirements

#### 12.1.1 Approved Platforms

NotarizeIt Services utilizes the following approved RON platforms in compliance with Florida Department of State technology standards:

* Proof DBA Notarize
* BlueNotary
* Qualia
* Pactima

#### 12.1.2 Platform Selection

The specific platform used for your RON service will be determined based on:

* Document type and complexity
* Client preferences and familiarity
* Integration with other systems (when applicable)
* Specific features required for the transaction

#### 12.1.3 Platform Compliance

All platforms used comply with:

* Florida Statutes Chapter 117 Part II requirements
* E-SIGN Act (15 U.S.C. § 7001) requirements
* Florida Department of State technology standards
* Industry security best practices

### 12.2 Client Technology Requirements

#### 12.2.1 Hardware Requirements

To participate in RON sessions, clients must have:

* Computer, tablet, or smartphone with camera and microphone
* Stable internet connection (minimum 1 Mbps upload/download)
* Current web browser (Chrome, Firefox, Safari, or Edge recommended)
* Speakers or headphones

#### 12.2.2 Software Requirements

Clients may need to:

* Install specific platform applications or plugins
* Enable browser permissions for camera and microphone
* Allow pop-ups from the RON platform
* Have PDF viewing capabilities

#### 12.2.3 Technical Support

NotarizeIt Services provides basic technical guidance for RON sessions but cannot provide comprehensive technical support for client devices or networks.

### 12.3 Technology Failure Procedures

#### 12.3.1 Backup Procedures

In the event of technology failures during RON sessions, the following backup procedures will be implemented:

* Attempt to reconnect to the session
* Switch to alternative communication methods if possible
* Reschedule if necessary

#### 12.3.2 Fee Structure for Technology Failures

* No additional fee for brief interruptions that can be resolved quickly
* No fee for rescheduling due to NotarizeIt Services platform failures
* Case-by-case fees may apply for rescheduling due to client technology failures, with prior agreement

#### 12.3.3 Alternative Service Options

If RON cannot be completed due to persistent technology issues, NotarizeIt Services may offer:

* Traditional in-person notarization as an alternative
* Assistance finding another RON provider
* Guidance on resolving technical issues for future sessions

### 12.4 Electronic Records and Signatures

#### 12.4.1 E-SIGN Act Compliance

All electronic signatures and records comply with the Electronic Signatures in Global and National Commerce Act (E-SIGN Act, 15 U.S.C. § 7001 et seq.), including:

* Consent to electronic records
* Consumer disclosure requirements
* Record retention requirements

#### 12.4.2 Electronic Signature Process

The electronic signature process includes:

* Signer authentication and identity verification
* Clear indication of intent to sign
* Association of the signature with the specific document
* Tamper-evident technology to detect alterations

#### 12.4.3 Electronic Record Delivery

Electronically notarized documents will be delivered to clients via:

* Secure download from the RON platform
* Encrypted email
* Client portal access
* Other secure methods as appropriate

## 13. RECORD RETENTION AND ACCESS POLICIES

### 13.1 Notarial Records Retention

#### 13.1.1 Journal Retention Period

Notarial journals are retained in accordance with Florida law and Florida Department of State requirements.

#### 13.1.2 RON Session Recordings

For Remote Online Notarizations, audio-visual recordings are retained as required by Florida Statutes Chapter 117 Part II.

#### 13.1.3 Electronic Notarial Records

Electronic records of notarizations are maintained in secure, encrypted storage with appropriate backup and recovery capabilities.

### 13.2 Client Records Retention

#### 13.2.1 Service Records

Records of services provided, including appointments, payments, and service details, are maintained for a period of seven (7) years.

#### 13.2.2 Client Communications

Communications with clients regarding services are retained for a period of three (3) years.

#### 13.2.3 Account Information

Client account information is retained for as long as the account remains active and for a reasonable period thereafter for legal and business purposes.

### 13.3 Record Access Procedures

#### 13.3.1 Notarial Journal Access

Requests for copies of Notary Journals and Notarial Acts are governed by state law, as specified by their SOS designation. Please contact the designated Notary for assistance.

#### 13.3.2 Other Records Access

All other documents or records are maintained and accessed within a third-party order management system or accessible via the Client portal. Certain documents/deliverables or records may be deleted with the self-serve client portal.

#### 13.3.3 Access Request Procedures

To request access to records:

* Submit a written request to Info@notarizeitservices.cloud
* Provide sufficient information to identify the specific records requested
* Verify your identity as required
* Pay any applicable fees for record retrieval or copying

### 13.4 Record Security and Confidentiality

#### 13.4.1 Security Measures

NotarizeIt Services implements reasonable security measures to protect records, including:

* Access controls and authentication
* Encryption of sensitive information
* Secure storage facilities for physical records
* Regular security assessments and updates

#### 13.4.2 Confidentiality Protections

Access to client records is restricted to:

* Authorized personnel with a business need
* The client or their authorized representatives
* Regulatory authorities with proper legal authority
* Law enforcement with valid legal process

#### 13.4.3 Data Breach Procedures

In the event of a data breach affecting client records, NotarizeIt Services will:

* Investigate the breach promptly
* Notify affected clients as required by law
* Take appropriate measures to mitigate harm
* Implement corrective actions to prevent future breaches

## 14. GENERAL TERMS AND CONDITIONS

### 14.1 Entire Agreement

#### 14.1.1 Integration Clause

These Terms of Service, together with any service agreements, privacy policies, and other documents expressly incorporated by reference, constitute the entire agreement between you and NotarizeIt Services regarding the subject matter herein and supersede all prior or contemporaneous communications, whether electronic, oral, or written.

#### 14.1.2 No Reliance on External Statements

You acknowledge that you have not relied on any statement, promise, or representation made or given by or on behalf of NotarizeIt Services that is not set out in these Terms or documents expressly incorporated by reference.

#### 14.1.3 Order of Precedence

In the event of any conflict between these Terms and any service-specific agreement, the terms of the service-specific agreement shall prevail to the extent of the conflict.

### 14.2 Severability

#### 14.2.1 Severability Clause

If any provision of these Terms, or any portion thereof, is held to be invalid, illegal, void, or unenforceable by any court or tribunal of competent jurisdiction, the remainder of these Terms shall remain in full force and effect to the maximum extent permitted by law. The parties agree that any such invalid, illegal, void, or unenforceable provision shall be modified and limited in its effect to the extent necessary to cause it to be enforceable, or if such modification is not possible, shall be deemed severed from these Terms.

#### 14.2.2 Reformation

In such event, the parties shall negotiate in good faith to replace any invalid, illegal, void, or unenforceable provision with a valid, legal, and enforceable provision that corresponds as closely as possible to the parties’ original intent and economic expectations.

#### 14.2.3 Jurisdictional Variation

The invalidity or unenforceability of any provision in one jurisdiction shall not affect the validity or enforceability of such provision in any other jurisdiction.

### 14.3 Modification of Terms

#### 14.3.1 Unilateral Modification

NotarizeIt Services reserves the right to modify these Terms at any time by posting the revised Terms on our website. Your continued use of our services after such changes constitutes your acceptance of the revised Terms.

#### 14.3.2 Material Changes

For material changes to these Terms, NotarizeIt Services will make reasonable efforts to provide notice through:

* Email notification to registered users
* Prominent notice on our website
* Notification during the booking process

#### 14.3.3 Objection to Changes

If you object to any changes to these Terms, your sole recourse is to discontinue use of our services. Continued use constitutes acceptance of the modified Terms.

### 14.4 Assignment

#### 14.4.1 Company Assignment Rights

NotarizeIt Services may assign or transfer these Terms, in whole or in part, without restriction and without notice to you. This includes assignment in connection with a merger, acquisition, corporate reorganization, or sale of assets.

#### 14.4.2 Client Assignment Restriction

You may not assign or transfer these Terms or any rights or obligations hereunder without the prior written consent of NotarizeIt Services.

#### 14.4.3 Effect of Assignment

Any attempted assignment in violation of this section shall be null and void. Subject to the foregoing, these Terms will bind and inure to the benefit of the parties, their successors, and permitted assigns.

### 14.5 Notices

#### 14.5.1 Notices to NotarizeIt Services

All notices to NotarizeIt Services must be in writing and sent to:

* Email: Info@notarizeitservices.cloud
* Mail: 2400 Sunset Bluff Dr, Jacksonville, FL 32216
* Phone: +1(904) 442-8105

#### 14.5.2 Notices to Client

NotarizeIt Services may provide notices to you via:

* Email to the address associated with your account
* Text message to the phone number provided
* Mail to the address provided
* Posting on our website

#### 14.5.3 Receipt of Notices

Notices shall be deemed received:

* For email, 24 hours after sending
* For physical mail, 3 business days after mailing
* For website postings, upon posting

### 14.6 No Waiver

#### 14.6.1 No Implied Waiver

The failure of NotarizeIt Services to enforce any right or provision of these Terms shall not constitute a waiver of such right or provision. No waiver of any provision of these Terms shall be effective unless in writing and signed by an authorized representative of NotarizeIt Services.

#### 14.6.2 Single Instance Waiver

Any waiver of any provision of these Terms shall be effective only in the specific instance and for the specific purpose for which it was given.

#### 14.6.3 Cumulative Remedies

The rights and remedies provided in these Terms are cumulative and not exclusive of any rights or remedies provided by law.

### 14.7 Relationship of Parties

#### 14.7.1 Independent Contractors

The relationship between you and NotarizeIt Services is that of independent contractors. Nothing in these Terms shall be construed to create a partnership, joint venture, agency, or employment relationship.

#### 14.7.2 No Authority

Neither party has the authority to bind the other or to incur obligations on the other’s behalf without the other party’s prior written consent.

#### 14.7.3 No Third-Party Beneficiaries

These Terms do not create any third-party beneficiary rights in any individual or entity that is not a party to these Terms.

### 14.8 Accessibility Compliance

#### 14.8.1 Accessibility Commitment

NotarizeIt Services is committed to making its website and services accessible to people with disabilities. We strive to comply with applicable accessibility standards and guidelines.

#### 14.8.2 Accommodation Requests

If you require accommodation or assistance to access our services, please contact us at Info@notarizeitservices.cloud or +1(904) 442-8105.

#### 14.8.3 Continuous Improvement

We continuously work to improve the accessibility of our services and welcome feedback and suggestions for improvement.

By using the services of NotarizeIt Services LLC, you acknowledge that you have read, understood, and agree to be bound by these Terms of Service.

**Last Updated: August 13, 2025**

**NotarizeIt Services LLC**

2400 Sunset Bluff Dr

Jacksonville, FL 32216

+1(904) 442-8105

Info@notarizeitservices.cloud

https://www.notarizeitservices.cloud