



18167 US HWY 19 N., Floor 3, Clearwater, Florida 33764

Join our Notary Network:

We greatly appreciate your interest in joining our Vantage Point Notary Network of dependable, professional representatives. We are actively looking to expand our network of Notaries Nationwide in person and online through E-Signing services. Our hope is to proactively address all documents required by our clientele, as well as the documents we require, to swiftly distribute future assignments. Please execute all requested information and documentation where applicable.

Note: If you are licensed in more than one state then we will need the below for each state, except we will only need one E&O, W9, and Driver's License.

Please send all required Information and Documents to our Notary Vendor email: NotaryVendor@VPTitle.net

We need the documents to be sent as PDF's, We **DO NOT** accept links to obtain documents), however you can send them as pictures, and we can convert them to PDF's if you are unable to send your documents as PDF's.

The below Information/Documents are required:

- ☐ **E&O Insurance:** Minimum of \$10,000.00 coverage. Within 30 days of expiration or any changes made to the policy, we require an updated copy to be sent to us.
- ☐ **W-9:** We will only need this form updated when your address has changed. The address listed on this document is the address where your payments will be mailed to through the US Postal Service after the file has been funded. If you do not receive your payment within 2 weeks from the closing date, please send an email to NAFInvoice@VPTitle.net along with your invoice.
- ☐ **Background Check:** Notary is required to update this every year and email to Vantage Point.
- ☐ **Notary Commission Certificate and/or Notary License:** This document provides your commission / notary license number as well as the expiration.
- ☐ **Title Producer License:** Only required for notaries in DC, Indiana, Maryland, and Minnesota.
- ☐ **Driver's License:** We will need a clear copy (Front only).
- ☐ **Bilingual:** YES or NO, if yes, please provide the language(s) on next page.
- ☐ **R.O.N. Notary:** YES or NO, please provide your Certificate and the platform you use on the next page. If you are not registered on a platform, then we cannot hire you for a "RON" signing.
- ☐ **Contact Information:** This is the phone number and email our Scheduling Department will be using to communicate on the next page.

Once all documentation has been received, we'll be able to create your profile.



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Please complete the following:

1. Name:

2. Business Name:

2. Mailing Address:

3. Phone Number(s):

☐ Mobile:

☐ Business:

☐ Home:

4. Email:

5. Preferred Method of Contact:

Mobile: ☐ Business: ☐ Email: ☐

Phone Call: ☐ Text Message: ☐ Both: ☐

6. Bilingual: ☐ Yes or ☐ No

Language(s):

7. Remote Online Notarization (RON): ☐ Yes or ☐ No

Platform:

8. Estimated Fees for the below signings:

A. Full Signing: \$

B. Partial Signing: \$

C. Reverse Mortgage: \$

D. Application Only Signing: \$
(Does not require notarization)

E. Buyer/Seller Signing: \$

F. Print Fee: \$25.00
(VP will pay non-negotiable)

G. Print and Trip Fee: \$
(VP to pay - Half of your full refinance
trip fee and print fee - non-negotiable)

9. Counties that you cover:

10. Cash Out Location(s) (Name(s) of location(s), addresses, and any associated fees):

Hours of Services:

Monday: to

Tuesday: to

Wednesday: to

Thursday: to

Friday: to

Saturday: to

Sunday: to