



Laveda's Sign & Seal, LLC

Remote Online Notary (RON) Intake Form

Document ID: LSS-INTAKE-RON-003

Purpose

Collect identity, document, and session details for remote online notarization (RON) to ensure a compliant and secure online notarization experience.

Date: _____	_____	Order #: _____	_____
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Customer Information

Full Name _____	Phone Number _____
Email Address _____	Preferred Contact Method _____ (Call / Text / Email)
Street Address _____	City / Zip _____

Appointment Details

Preferred Date _____	Preferred Time Window _____ (e.g., 2-4 PM)
Location Type _____ (Home / Office / Hospital / Other)	Parking / Entry Notes _____ (Gate code, suite, etc.)

RON Session Details

Platform Preference _____ (If any)	Document Type _____
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Number of Signers _____ _____	Signer Location _____ (State/Country)
Do you have valid ID? _____ (Yes / No)	Email for Session Link _____

Technology Check

<input type="checkbox"/> Device with camera/mic	<input type="checkbox"/> Stable internet connection	<input type="checkbox"/> Quiet/private space
<input type="checkbox"/> Ability to receive email link	<input type="checkbox"/> Understands remote session recording	

Additional Notes

Customer Acknowledgment

By signing, I confirm the information above is accurate. I understand remote online notarization requires identity verification and a live online session. No legal advice provided.

Signature:		Date:	
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