CORY WASHINGTON & CO.

SMARTER RISK. STRONGER BUSINESS.

MOBILE NOTARY BUSINESS SUPPLEMENTAL

Covers mobile notaries, notary signing agents, and remote online notaries. Title and escrow companies use CWCO-SUP-TITLE. Complete with ACORD 125.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME | DBA | FEIN | YEARS IN BUSINESS

BUSINESS ADDRESS | CITY / STATE / ZIP | WEBSITE

Entity type:
☐ Sole proprietor ☐ Partnership ☐ LLC ☐ Corporation

PRIMARY CONTACT / TITLE | PHONE | EMAIL

NOTARY COMMISSION NO. / EXPIRATION | STATES COMMISSIONED | NNA / SIGNING AGENT CERTIFICATION

2 OPERATIONS

SERVICE	% OF REVENUE

Services: loan signings (refinance, purchase, HELOC); general notarizations; remote online notarization; hospital, jail, or nursing-home signings; apostille assistance; other.

NOTARIZATIONS PER YEAR | LOAN SIGNINGS PER YEAR | NOTARIES WORKING FOR THE BUSINESS

2-1 Does the business perform remote online notarizations? ☐ Yes ☐ No
IF YES, EXPLAIN

2-2 Does the business notarize deeds or other real-property transfer documents? ☐ Yes ☐ No
IF YES, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — IDENTITY VERIFICATION & FRAUD

Criminals selling property they don't own rely on fake IDs and questionable notarizations; the FBI and Texas regulators flag sellers who insist on their own or a remote notary. A notary bond protects the public, not the notary — the surety can seek repayment from the notary.

3-1 Is every signer identified in person (or by RON credential analysis) with a current government photo ID? ☐ Yes ☐ No
IF YES, EXPLAIN

3-2 Is a journal entry made for every notarization, including ID details and signer signature? ☐ Yes ☐ No
IF YES, EXPLAIN

3-3 Are notarizations refused when ID looks altered or the signer seems pressured or confused? ☐ Yes ☐ No
IF YES, EXPLAIN

3-4 If yes to 2-2, is extra caution used when a seller of vacant or unoccupied property chose the notary? ☐ Yes ☐ No
IF YES, EXPLAIN

3-5 If yes to 2-1, are RON sessions recorded and stored as state law requires? ☐ Yes ☐ No
IF YES, EXPLAIN

3-6 Is the applicant currently, or has it previously been, insured on a claims-made professional liability policy? ☐ Yes ☐ No
IF YES, EXPLAIN

3-7 Has any professional liability carrier declined, cancelled, or non-renewed the applicant? ☐ Yes ☐ No
IF YES, EXPLAIN

3-8 Does every professional complete the continuing education their license requires? ☐ Yes ☐ No
IF YES, EXPLAIN

3-9 Are client files kept under a written retention policy? ☐ Yes ☐ No
IF YES, EXPLAIN

3-10 Has the business had a claim, bond claim, or commission complaint? ☐ Yes ☐ No
IF YES, EXPLAIN

CURRENT PL / E&O CARRIER	RETROACTIVE DATE	LIMIT / DEDUCTIBLE

4 EXPOSURE & RISK QUESTIONS — LOAN SIGNINGS, DOCUMENTS & TRAVEL

4-1 Are loan packages checked page by page so every signature, initial, and date is complete before returning? ☐ Yes ☐ No
IF YES, EXPLAIN

4-2 Are signed documents shipped by tracked overnight service the same day? ☐ Yes ☐ No
IF YES, EXPLAIN

4-3 Are signers told the notary cannot explain loan terms or give legal advice? ☐ Yes ☐ No
IF YES, EXPLAIN

4-4 Are borrower documents with personal data kept secure and shredded when no longer needed? ☐ Yes ☐ No
IF YES, EXPLAIN

4-5 Is business-use auto coverage in place for driving to signings? ☐ Yes ☐ No
IF YES, EXPLAIN

5 REVENUE

ANNUAL GROSS REVENUE ($)	LOAN SIGNING REVENUE ($)	RON REVENUE ($)

6 PRIOR INSURANCE & LOSS HISTORY

Attach currently valued loss runs for the last 5 years.

NOTARY BOND AMOUNT ($)	NOTARY E&O LIMIT ($)	CYBER COVERAGE (Y / N)

6-1 Has any carrier declined, cancelled, or non-renewed coverage in the last 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

DATE OF LOSS	DESCRIPTION	TOTAL INCURRED ($)	OPEN / CLOSED

6-2 Is the applicant aware of any incident, complaint, or circumstance not yet resulting in a claim that could reasonably give rise to one? ☐ Yes ☐ No
IF YES, EXPLAIN

7 RISK MANAGEMENT

7-1 Is the notary's commission, bond, and E&O renewed before each expires? ☐ Yes ☐ No

IF YES, EXPLAIN

7-2 Is the notary seal kept locked when not in use? ☐ Yes ☐ No

IF YES, EXPLAIN

8 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. (State-specific fraud warnings apply; see state amendatory notice.)

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)	TITLE	DATE

PRODUCER — CORY WASHINGTON & CO. LLC	PRODUCER SIGNATURE (TYPE FULL NAME)	DATE