

**TITLE 655. SECRETARY OF STATE  
CHAPTER 25. NOTARY PUBLIC**

**RULEMAKING ACTION:**

Notice of proposed PERMANENT rulemaking

**PROPOSED RULES:**

Subchapter 1. General Provisions

655:25-1-1.1. Availability of forms and instructions [AMENDED]

655:25-1-2. Application for commission as a notary public; renewal [AMENDED]

655:25-1-5. Bond, oaths, signatures, and seal; failure to file [AMENDED]

655:25-1-5.1. Term of notary commission [NEW]

655:25-1-8. Electronic notarization and seal [NEW]

Subchapter 3. Revocation, Resignation, and Death

655:25-3-1. Revocation [AMENDED]

655:25-3-2. Resignation [AMENDED]

655:25-3-3. Death [AMENDED]

Subchapter 5. Seal

655:25-5-2. Official seal [AMENDED]

655:25-5-3. Lost ~~journal~~ or stolen seal [AMENDED]

Subchapter 7. Change of Name or Address [NEW]

655:25-7-1. Change of address [NEW]

655:25-7-2. Change of name [NEW]

Subchapter 11. Remote Online Notarization [NEW]

655:25-11-1. Purpose [NEW]

655:25-11-2. Definitions [NEW]

655:25-11-3. Registration to perform remote online notarizations [NEW]

655:25-11-4. Electronic signature and electronic seals [NEW]

655:25-11-5. Standards for identity verification [NEW]

655:25-11-6. Standards for communication technology [NEW]

655:25-11-7. Certificate of notarial act for remote online notarizations [NEW]

655:25-11-8. Record retention and depositories [NEW]

Appendix A. Contents and Sufficiency of Certificates of Remote Online Notarial Acts  
[NEW]

**SUMMARY:**

Amendments and additions to Chapter 25 of the Secretary of State's administrative rules [OAC 655:25] are proposed to implement the Remote Online Notary Act, as enacted in SB 915 (2019), effective January 1, 2020. SB 915 requires the Secretary of State to promulgate rules to implement and ensure the effective administration of the Remote Online Notary Act.

These proposed rules will also bring rules related to the commissioning of traditional notaries into compliance with SB 915 (2019) and Title 49 of the Oklahoma Statutes.

These permanent rules will supersede the emergency rules that were approved by the Governor on December 18, 2019, and effective January 1, 2020.

**AUTHORITY:**

Secretary of State; 49 O.S., § 203; SB 915 (2019)

**COMMENT PERIOD:**

Persons wishing to submit written comments must do so by March 19, 2020. Written comments should be submitted to Chris Coffman at 421 NW 13<sup>th</sup> St., Suite 210, Oklahoma City, OK 73103 (postal) or to [chris.coffman@sos.ok.gov](mailto:chris.coffman@sos.ok.gov) (email).

**PUBLIC HEARING:**

A public hearing will be held to provide an opportunity for persons to orally present their views at 2:30 p.m. on Friday, March 20, 2020, at the Colcord Center, 421 NW 13<sup>th</sup> St., Suite 210 in Oklahoma City.

**REQUESTS FOR COMMENTS FROM BUSINESS ENTITIES:**

Business entities affected by these proposed rules may provide the Secretary of State with information, in dollar amounts if possible, about the increase in the level of direct costs, indirect costs, or other costs expected to be incurred by the business entity due to compliance with the proposed rules. Business entities may submit this information in writing to Chris Coffman at the above address during the comment period.

**COPIES OF PROPOSED RULES:**

The proposed rules are available on the Secretary of State's website at <https://www.sos.ok.gov/home/rulesProposed.aspx>. Copies of the proposed rules may also be obtained by contacting Chris Coffman at 405-521-4911, [chris.coffman@sos.ok.gov](mailto:chris.coffman@sos.ok.gov) (email), or 421 NW 13<sup>th</sup> St., Suite 210, Oklahoma City, OK 73103 (postal).

**RULE IMPACT STATEMENT:**

As required by 75 O.S., Section 303(D), a rule impact statement has been prepared. The rule impact statement is available on the Secretary of State's website at <https://www.sos.ok.gov/home/rulesProposed.aspx>, or from Chris Coffman at 421 NW 13<sup>th</sup> St., Suite 210, Oklahoma City, OK 73103 (postal) or [chris.coffman@sos.ok.gov](mailto:chris.coffman@sos.ok.gov) (email).

**CONTACT PERSON:**

Chris Coffman, Rules Liaison, 405-521-4911 or [chris.coffman@sos.ok.gov](mailto:chris.coffman@sos.ok.gov).