



MANUAL

VERIFYING CUSTOMER NOTARIAL RECORD

STEP-BY-STEP GUIDE



1

Visit the Website

Open your web browser and navigate to



2

Access the Verification Portal

On the homepage, locate the section titled **Clients & Third Party**.

Click on the **Clients & Third Party** button.

This will redirect you to the verification portal.

3

Verify Notarization

Verify notarizations.

Search the document vault for notarized documents.

Click on **Verify notarizations** button.



1

Verify Notarization Record

Enter the required details (e.g., document ID, date, notary details) to search for specific record.
Review the results to find the document or notarization you need to verify.



2

Enter Required Information

Full Name and Date of Birth:

Enter the full name exactly as it appears on your ID.
Note: If you have multiple IDs, ensure the middle name matches or is properly excluded as necessary.

Enter your date of birth in the format MM/DD/YYYY.

OR Certificate Number:

If you have a certificate number, you can search using it without entering the name and date of birth.

3

Verify

Click the Verify button to pull up the notarial records.



Tips for Successful Verification:

Ensure you have all the necessary information before starting the verification process.

If you encounter any issues, use the help or support options available on the website.

Additional Features:

Find Near You:

Locate notaries, lawyers, and escrow services near your location.

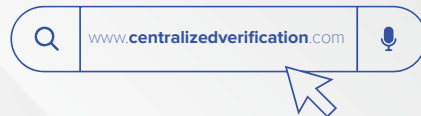
Log In:

Access additional services by logging in if you are a notary public, lawyer, or part of the escrow team.

Government Log In:

Special access for government officials.

**This guide should help you navigate
the customer verification process on the**





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