In order to use notarial remote authentication, the customer needs a computer equipped with a web camera and microphone, the ID card (and card reader) or mobile ID (sadly, Smart ID does not work). The Google Chrome browser should be chosen and internet speed must be sufficient for making video calls.



1. Go to <u>www.notar.ee</u> and log in to the self-service portal



2. After logging in, enter the "My Transactions" folder on the homepage and wait for the dialogue box with the message "The time of conducting a transaction via remote authentication is approaching" to appear.

This occurs about 24 hours before the scheduled beginning of the transaction. Then click on the option "I confirm that I am ready for remote authentication". The next step is technical identification, using Veriff (see step 3 for more detail). You have to take a photo of yourself and your ID card with a web camera. Identification will take about 2-5 minutes, therefore you should start the process at least 5 minutes before the scheduled beginning of the transaction.

My transactions	The beginning of a digitation approaching	gitally notarised transaction "Tehing 9819" is		
Digital notarisation in an embassy Invoices Notices	Time of transaction: 03.09.2020 12:30 Place of transaction: Tallinn, Lubja 4 Detailed view of transaction	Important information for the client: The notary may record the remote notarisation process and maintain the recording. During the remote notarisation process, you will see the draft transaction presented by the notary through a video bridge. The notary may put you on hold during the process; in such case, you will be notified. At the end of the process, you will have to sign the notarised document digitally here in this system.		
Correspondence Notarial documents	Appointment requests	I confirm my readiness for digita	al notarisation	
Succession register services	Transaction Time o	f transaction * Notary	Notifications	

3. Technical identification with Veriff

Veriff opens in the language used by the browser, e.g. if Chrome is in English, the Veriff page is in English as well. To change the language, click on the image of the globe in the upper right-hand corner and choose Estonia.

To continue, follow the instructions by Veriff:

- Choose the document to be used for identification purposes in Veriff;
- Use the web camera to take a photo of yourself;

- Use the web camera to take a photo of the document chosen for identification;
- If you chose the ID card, you can remove it from the card reader;
- Use the web camera to take a photo of the front of the ID card;
- Use the web camera to take a photo of the back of the ID card.

Should the identification fail (e.g. the photo is not clear, is taken from too long a distance, is overexposed etc), the system prompts a repetition of the process. Upon successful identification the customer is informed thereof and the data is forwarded to the notary.

×	🤝 veriff	€
	Let's get you verified	العربية
	Loto got you vormou	Български
	BEFORE YOU START, PLEASE:	Čeština
	Prepare a valid government-issued identity document	Deutsch
	V Check if your device's camera is uncovered and working	Eesti
	Be prepared to take a selfie and photos of your ID	English
		Español (España)
		Español (Latinoamérica)
		Español (México)
		Suomi
Y	Your session audio and video may be recorded, identity verification is conducted usin automation. Read more about personal data processing in our Privacy Policy	Français
	START SESSION	हिंदी
	START SESSION	Hrvatski

- 4. If identification with Veriff is successful and the notary has also opened the transaction in their computer for remote authentication, a video bridge is created between the customer and the notary. The document to be authenticated is displayed on the screen and can be examined by the parties.
- 5. Finally, you can sign the document digitally.

