

## NNA Certified and Background Screened Notary Signing Agents?

These are Notary Signing Agents who have successfully completed the National Notary Association's Certification Program, which includes rigorous training, a 3-part certification exam and background screening.

### What does the NNA's Notary Signing Agent Certification and Background Screening program provide to participants?

The NNA's program is an all-inclusive, highly professional package that provides everything participants need to be skilled, responsible and marketable Notary Signing Agents:

- o Training in the proper, ethical handling and notarization of loan documents
- o The how-to's of compliance with regulations that require safeguarding of consumer privacy
- o A copy of the NNA's comprehensive Notary Signing Agent reference and training manual
- o Certification Exam
- o Background Screening
- o National Notary Association and NNA Notary Signing Agent Section Memberships

### Why do Notary Signing Agents need to participate in a background screening?

To protect the privacy of borrowers, Congress has developed rules for the handling of private financial information. The Gramm-Leach-Bliley Financial Services Modernization Act and the resulting Interagency Guidelines require that steps be taken to protect consumer privacy. Lenders have begun to require that title and mortgage document services companies ensure that individuals with access to mortgage documents be background screened. This requirement covers everyone who has access to borrowers' private financial information, including Notaries who act as Signing Agents handling loan document signings. To learn more, visit: [www.ftc.gov/privacy/privacyinitiatives/glbact.html](http://www.ftc.gov/privacy/privacyinitiatives/glbact.html).

### What does the NNA background screening entail?

The NNA's third-party screening vendor uses a 25-point scorecard system that assigns points for specific criteria, including criminal and motor vehicle violations. Individuals who accumulate 25 points or more will not pass the background screening.

### Who is conducting the NNA background screening and who maintains the records?

LexisNexis is performing the background screenings, and Signix ([www.signix.com](http://www.signix.com)) is maintaining the record archive of background screening information. The background screening application process runs through an identity-verification Web page hosted by Signix. (Signix is a SunGard company that provides a hosted, identity authentication, digital signature and work flow solution that helps companies transform paper intensive approvals to digital processes.)

### Does the NNA have background screening details?

No. The NNA does not have access to the application information or the completed background screening results. The NNA receives only a pass or fail notice from LexisNexis (through Signix).

### How can we verify that our Notary Signing Agents have been NNA Certified & background screened?

The SigningAgent.com directory indicates the status of each Notary Signing Agent listed, and is updated daily.

### Can our company audit the background screening records of our Notary Signing Agents?

Yes – for audit purposes, participating companies and lenders may request access to each of their Notary's background screening information.

### What if our company's Notary Signing Agents have already been background screened by our own vendor?

Several lenders, title companies and signing services previously initiated independent screenings of their Notary Signing Agents. Though the screening your vendor performs is acceptable to your company, the results are not transferable/acceptable to other firms.

By comparison, through the NNA Certified Notary Signing Agent program with background screening, Notary Signing Agents need not undergo a separate screening for each of the major lenders, because it is universally accepted by participating lenders — including First American Lenders Advantage, Fiserv Lending Solutions, LandAmerica OneStop, National Real Estate Information Services and Stewart Mortgage Information (a subsidiary of Stewart Title).

### How long is the NNA Notary Signing Agent Certification valid?

The NNA Notary Signing Agent Certification and accompanying background screening are valid for two years. After two years, re-certification and an updated background screening are required.

This ensures that Notaries maintain their expertise, and that no events which might affect the status of their background screening have occurred within the period of validity.

### How can I learn more about the NNA Notary Signing Agent Certification program?

Go to: [www.NationalNotary.org/NSACertification](http://www.NationalNotary.org/NSACertification).