

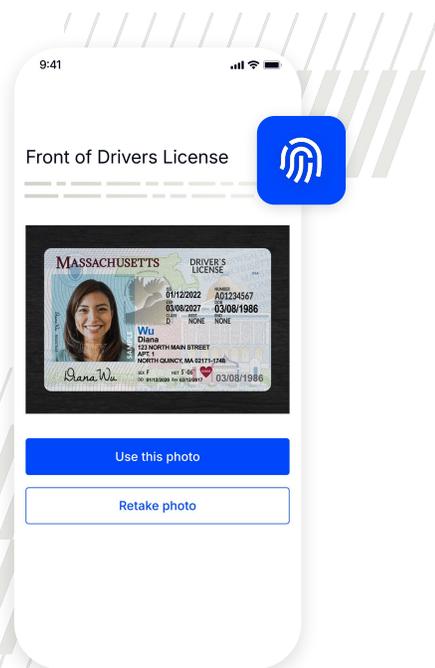
Proof Recording Policies and Access

Information on audio-video recording and transaction records

Every notarization completed on the Proof platform creates a detailed record of the transaction. Audio-video recordings capture the live notarization session, while a comprehensive audit trail [documents the key events](#) that occur before, during, and after signing. These records include the results of identity verification, signing activity, timestamps, and notary actions [performed during the session](#). Together, they create a clear, verifiable history of the transaction.

Completed documents include a tamper-evident audit trail that helps demonstrate the integrity of the record. If a document were altered after completion, the change would be detectable.

Authorized organizations can access completed documents and supporting transaction records through the Proof platform. These records can support compliance reviews, investor requirements, internal investigations, and dispute resolution when questions arise about a notarized transaction.



In a lender collaboration transaction, the lender has access to the meeting recording since completed documents and video files are available to the organization that originally sent the transaction.

The audit trail also provides a detailed transaction timeline, including when identity verification occurred, when documents were signed, and when the notary applied the notarial seal. This visibility helps organizations understand exactly what happened during the notarization process.

Record retention

Proof stores electronic notarial records and audio-video recordings in accordance with applicable remote online notarization laws. End-to-end session recordings and the notary journal are maintained for at least the minimum record retention period required by the notary's state.

Because retention requirements vary by jurisdiction, the length of time records must be stored may differ depending on the state governing the notarization.

Who can access the recording

Access to transaction records is limited to authorized parties associated with the notarization.

Depending on the transaction and organizational configuration, access may include:

- The notary who performed the notarization
- The organization that initiated the transaction, such as the title company

- Authorized users within participating organizations
- Signers who receive access to their completed documents
- Third parties when access is required by law

Access permissions may vary depending on the transaction configuration and the organizations involved in the closing workflow.

Accessing transaction records and recordings

Authorized users [can access completed transaction records](#) through the Proof platform.

To access and download the meeting recording:

1. Sign in to your Proof account
2. Navigate to Transactions
3. Open the relevant completed transaction
4. Select Meeting or open the video section within the transaction record
5. Click the three-dot menu on the video player
6. Select Download
7. The recording will download as an MP4 file.

Organizations that require assistance accessing transaction records or recordings should contact their Proof support.

About Proof

Proof connects trusted identity to high-stakes digital actions. Organizations use Proof to verify identity, authorize actions like signing and notarization, and preserve defensible records they can stand behind. Proof operates the Notarize Network, the largest on-demand network of trusted notaries available 24/7. Learn more at proof.com.