



To: All Georgia Policy Issuing Agents of WFG National Title Insurance Company
From: WFG Underwriting Department
Date: May 8, 2020
Bulletin No.: GA 2020-03
Subject: Revised: COVID-19 Emergency orders allowing Audio/Video Notarization and remote closings extended until June 12, 2020

Due to the declaration of a national emergency regarding the Coronavirus (COVID-19), on March 31, 2020 the Governor of Georgia has signed an Executive Order allowing notarization of documents by audio/video conference. He has issued an additional Order on April 9, 2020, and a subsequent order on [April 30, 2020](#). Also, the Supreme Court of Georgia has authorized conducting a closing via audio/video conference per the emergency order “In re: Georgia Rules of Professional Conduct and Lawyer Participation in Closings of Real Estate Transactions” dated March 27, 2020 (hereinafter known as “the Orders”) allowing remote closings in the state of Georgia effective March 31, 2020. The Supreme Court issued an additional Order on April 6, 2020, then issuing a subsequent order on May 4, 2020 extending the Judicial Emergency. [The Supreme Court of Georgia and the Governor of Georgia have both extended the statewide emergency until June 12, 2020](#). In response to the Orders, WFG National Title Insurance Company (“WFG”) will insure remote closing transactions and the audio/video notarization of documents pursuant to the Orders. Below are the requirements to proceed with the ability to insure title based on the Orders. This bulletin supplements the WFG bulletin [NB 2020-04](#).

To insure, every transaction utilizing audio/video conferencing must be in accordance with the Orders below are the following requirements:

Requirements to close a transaction utilizing audio/video conferencing:

1. All parties must agree in writing to allow execution of documents and notarization of documents via video conferencing. For loan transactions, we will also require Lender’s written closing instructions and authorization to conduct the closing via audio/video conferencing and to allow for notarization of the documents using the audio/video conferencing technology platform employed by your office.
2. The transaction is for \$1,000,000.00 or less. For transactions over \$1,000,000.00 please contact your local underwriter to discuss what options are available and approval.
3. Use of vendors
 - a. We have partnered with vendors to provide audio/video technology to facilitate an audio/video closing during this time. Here are approved WFG vendors to complete the

transaction: [DocVerify](#); [Nexsys®](#); [Notarize](#); [NotaryCam®](#); [Pavaso®](#). These vendors provide for multi-factor authentication, are set up for E-SIGN consent, have an audit trail and have been vetted by WFG. If you find an alternative vendor please contact your underwriter to discuss additional requirements needed to utilize that vendor.

- b. Zoom is another alternative to these providers so long as the platform is [Zoom Pro or higher](#) (utilizing the free version is not authorized) and our agent and/or employee is acting as the notary, the agent and/or employee can verify the identity of the party signing the document via audio/video conferencing technology, the unofficial witness is present in Georgia, the closing is done in accordance to the Supreme Court Order issued on March 27, 2020 and further extended on April 6, 2020 and the Governor of Georgia's Executive Order issued on March 31, 2020 and the person executing documents has an ID that complies with the federal Real ID Act of 2005. If they do not a secondary form of ID will be required. For buyers/borrowers, there should be two valid forms of ID collected. Please ensure you have secure settings.
4. The notary, witness and signers must physically be in the state of Georgia. In addition, the notary must be a Georgia notary. We will require a certification of the notary and the signer that they are in the state and subject to penalties of perjury. As stated in the Order issued by the Supreme Court on March 27, 2020 and extended in the Order issued on April 6, 2020, the attorney is directly responsible for the entire transaction. Sample forms attached. [Notary Certification](#), [Signer Certification](#)
5. All signers must have acceptable valid form of government issued ID and a secondary ID as if they were physically coming into your office to sign documents. You must be able to clearly see the photo, ID number and expiration date of the identification(s) provided and verify it is the same person. The signer must provide a clear copy of their IDs when returning the executed documents to insure the transaction.
6. All documents must have wet signatures when returned to your office for the actual notarization of the documents. Copies are not acceptable. Dates of execution will be the date of the actual signing.
7. Signers must be able to receive and/or print all required documents and return all executed documents immediately via courier, FedEx or UPS back to the agent's office if they chose to remote sign their documents. You cannot disburse until the executed "wet signature" documents are received and properly executed. If they are unable to satisfy this requirement, then you are not authorized to provide this option to the parties.
8. **The closing and notarization must be completed within the timeframe of the Orders which are set to expire on June, 2020. Any transactions completed via audio/video technology before the original orders (effective March 31, 2020) or after the Order expiring on June 12, 2020 are NOT insurable.**

Note: Audio/video closings are not required at this time but is an option to provide to the parties where they have the ability to comply with the above requirements.

Recording and Courthouse Closings

If the courthouse is still accepting documents for recording electronically or via mail please continue to get your recordings in timely. If you have the ability to e-record in a county or the clerk is accepting paper documents, please continue to follow your recording procedures.

For searches, please reach out to your examiners to determine what their current policy is. If there are courthouses that will not allow access, online examinations are accepted at this time provided that you obtain the current owner's/lender's title policy and your examiner has current E&O coverage.

As stated in [NB 2020-03](#), for any county that is completely closed and the clerk is not accepting e-recording or paper documents, WFG will **temporarily** allow you to insure without exception or requiring an indemnity from the buyer(s), seller(s) and lender.

Refinance closings with a rescission period:

Certain refinances are subject to a three-day rescission period. In those cases, the normal practice is to have everything signed, deliver the rescission notices and wait the three days before recording and disbursing funds. During that time, our lenders are obligated to fund, and are entitled to rely on our commitment. Where the relevant recording office is closed during the three-day rescission period, you are authorized to complete the transaction and issue the final policy notwithstanding the inability to immediately record. The standard ALTA coverages will ensure this "Gap" for your lender.

Please also consult your lenders to ensure proper handling in light of possible delays in recording. It is highly recommended that you discuss the possible delay in recording prior to the closing of the transaction.

Keep in mind that other aspects of the process could delay the closing such as obtaining HOA letters, lien releases, tax payoffs, and other information need to close a transaction. Please contact your underwriting counsel if you have these issues.

The guidelines set forth above will remain in effect until the emergency orders expire which is June 12, 2020 or no later than **June 30, 2020** whichever is sooner. This is a fluid situation and there will be follow up bulletins as needed as we get direction from the state and national level.

Thank you for all that you do. Your underwriters are here to help navigate you through these uncertain times.

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The Agent may be held responsible for any loss sustained as a result of the failure to follow the standards set forth above.