

## **VIRTUAL NOTARY SERVICES**

For any participant interested in notary services for Annuity or Pension applications, please make such requests to Funds' co-counsel Colleran O'Hara & Mills LLP ("COHM"). COHM has created a Virtual Notary Services ("VNS") service whereby participants can email requests for video notary services.

Request should be email to:

**notary@cohmlaw.com**

In order to arrange for one of our notaries public to handle your request, please provide in your email the following information:

Full Name:

Local Union No:

Telephone Number:

Address:

Email address:

Type of document you would like notarized (for example, "Annuity Fund application"):

Once we receive your response to this email, we will promptly assign your request to a notary public on our team. The notary will then contact you directly via email and phone call to schedule a time for the video-conference notary service to take place and can provide assistance with any questions about the notary process you may have. The video-conferencing platform provided by the firm is: "GoToMeeting." This platform can be used on This application is free to download at:

Apple -

<https://apps.apple.com/us/app/gotomeeting/id1239774423>

Android -

<https://play.google.com/store/apps/details?id=com.gotomeeting>

Scanning apps:

Apple - Evernote Scannable

<https://apps.apple.com/us/app/evernote-scannable/id883338188>

Android - Microsoft lens

<https://play.google.com/store/apps/details?id=com.microsoft.office.officelens>

Your assigned notary will provide you with a link to access the video-conference meeting at the scheduled time. Please ensure that your camera and speakers are functioning on your device (Smartphone, Ipad, Computer or Laptop), as we are required to do a live video in order to notarize your signature remotely.

In order for us to notarize your signature remotely: (1) you will need to be located in the State of New York at the time of signing, (2) you will need to present a valid government-issued ID during the video-conference, (3) you will need to sign the document during the video-conference, and (4) you will need to email the signed document to your assigned notary on the same day. The notary will then notarize the document and provide you with a copy and discuss any further instructions, including whether your document type requires an original. If you require a spousal signature on your document, please notify the assigned notary so we can accommodate both of your schedules, as your spouse will also need to be present for the video-conference. In an effort to prevent fraud and misuse the video-conferences will be recorded on the GoToMeeting platform. If you have any questions please contact Jack Groarke or Patricia Boland at (516) 248-5757.

Si no habla inglés, notifíquenoslo para que podamos hacer arreglos para que un traductor esté presente. If you do not speak English, please notify us or the Funds so we can arrange for a translator to be present.

DISCLAIMER: The notaries public at Colleran, O'Hara & Mills, L.L.P. are providing these electronic notarial services under the authority of Executive Order 202.7. The firm is only providing electronic notary service and your use of these notary services does not constitute nor create an attorney-client relationship between you and the firm. The firm has no authority to grant or deny your applications, and cannot advise you on whether or not the document you are signing will be considered valid and enforceable by a Court of Law. It will be your responsibility to send the completed notarized document to the entity with that authority, i.e. the Fund Office.