



Instructions to Notary Public for The Identity Verification Offline Authentication Form

By notarization of the Digital Certificate Offline Authentication Form ("Form"), you will assist in the authentication of the individual presenting the Form, herein referred to as Subscriber. The Subscriber has applied for an electronic signing certificate for use in signing legally binding documents. This certificate is a legally binding signature under applicable state and federal laws.

As the notary, you are charged with the responsibility to check the validity and integrity of the Subscriber's documentation listed below. All documentation must be in the subscriber's name. After all of the subscriber's documentation has been checked and the Form been signed and notarized, please perform the following:

- Fax a copy of the Form and a photo copy of a valid driver's license (or other form of government generated photo ID card), front and back (unless blank), to 1-866-213-5417
- Call 1-866-300-1550 or visit <u>http://www.pipelineroi.com/myaccount</u> for questions about this form.





Identity Verification Offline Authentication Form

DECLARATION UNDER PENALTY OF PERJURY MADE BY THE SUBSCRIBER TO Pipeline ROI, LLC.

I, ______ (legal name), the undersigned SUBCRIBER, declare under penalty of perjury the following:

- 1. That the information set forth in my digital certificate application to Pipeline ROI, LLC. and set forth in this Declaration is true, complete, and accurate;
- 2. That the documents I have provided to the notary to substantiate the aforesaid information constitutes accurate personal information about me;
- 3. That I am the person referenced in the documents provided herein;
- 4. That I have provided the following documents to a notary as required Pipeline ROI, LLC.

LIST OF REQUIRED DOCUMENTS ATTACHED: (Notary - check appropriate box):

- [] A. Copy of Driver's License OR -
- [] B. Other form of government generated photo ID card.

SUBSCRIBER'S SIGNATURE

Signed on this _____ day of _____, ____, under penalty of perjury before _____a commissioned Notary

Subscriber's Signature

NOTARY SIGNATURE

I, _____, a commissioned Notary hereby declare under penalty of perjury that:

- 1. I have read this document;
- 2. I have examined the document(s) provided in the above list;
- 3. I have substantiated with those documents and photographs the facts set forth above;
- 4. I have examined the undersigned Subscriber under oath;
- 5. I have ascertained by examination of the Subscriber under oath that the Subscriber is the person referenced in the documents and that the Subscriber is the signatory of this Declaration.

Signed on this _____ day of _____, ____, under penalty of perjury before me, ______, a commissioned Notary

My Commission Expires on: _____