

EMC NOTARY • FLORIDA COMMISSION HH619187

EMC Remote Notary — SEO/AEO/GEO Program

Power of Attorney — Cover Sheet & Signing Checklist

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Prepared: 2026-07-13

Internal working document — confidential, not for external distribution.

template_name: "Power of Attorney — Cover Sheet & Signing Checklist" status: "EXISTING — maps to docs/emc-seo/packets/poa-notarization-packet.md (full packet already built and HTML-rendered at docs/emc-seo/packets/html/poa-notarization-packet.html)" what_this_file_adds: "A standalone cover-sheet-and-checklist extraction of the existing packet's preparation checklist, formatted for print/attach-to-document use rather than web-page consumption. Content is not new; presentation shape is." brand_tokens_consumed: - "color.semantic.brand.primary (cover header)" - "color.semantic.brand.accent (checklist bullet accents)" - "component.packet.cover-gradient (PDF cover header, per DESIGN-TOKEN-PROPAGATION-ARCHITECTURE.md §1 Tier 3)" - "component.citation.accent (authority citation block)" authority: - "Fla. Stat. Chapter 709, Part II (Florida Power of Attorney Act) — <https://www.flsenate.gov/Laws/Statutes/2025/Chapter709/All>" - "Fla. Stat. §709.2105(2) (execution: notary + two witnesses)" - "Fla. Stat. §117.05(13) (notarial certificate forms)" - "Fla. Stat. §117.05(10) (non-attorney disclaimer, verbatim below)" scope: "Florida statewide (POA execution requirements do not vary by county; recording, if the POA grants real-property authority, follows the county-specific recording requirements in county-registry.json)" distribution: "website (downloadable PDF, cross-linked from poa-notarization-packet) | Legal workspace" last_verified: "2026-07-09 (inherited from source packet; execution statute unchanged)"

Power of Attorney — Cover Sheet & Signing Checklist

Attach this cover sheet to the front of the unsigned power of attorney document before the signing appointment.

Document identification

- Principal name: _____
- Agent(s) named: _____
- POA type: ☐ General ☐ Durable ☐ Limited/Special ☐ Real-property specific

- Grants authority over real property: ☐ Yes — will need recording after signing ☐
No

Pre-signing checklist

- ☐ Document is complete and **unsigned**. Florida notaries cannot notarize a signature that already happened outside their presence.
- ☐ Two witnesses lined up (in person) or confirmed for the live RON session (Fla. Stat. §709.2105(2)).
- ☐ One current government-issued photo ID for the principal, matching the name on the document exactly.
- ☐ If the POA grants real-property authority and will be recorded: confirm the recording county so the formatting check (Fla. Stat. §695.26 — see `templates/deed-recording-cover-sheet.md`) happens before the signing, not after.
- ☐ For RON sessions: working webcam, stable internet, device ready for credential analysis.

What EMC confirms at the table

1. Identity, against government-issued photo ID.
2. Capacity and voluntariness (not legal sufficiency of the document itself).
3. Two witnesses watching the same signature live.
4. Notarial certificate matches the acknowledgment language in Fla. Stat. §117.05(13).

What EMC does not do

I don't draft power of attorney language, advise on general vs. durable vs. limited, or advise which powers to grant an agent. That's the unauthorized practice of law if a notary does it, and it stays with the signer's attorney.

Disclaimer, Fla. Stat. §117.05(10), verbatim: "I am not an attorney licensed to practice law in the State of Florida, and I may not give legal advice or accept fees for legal advice."

Full packet content, common questions, and pricing context: [docs/emc-seo/packets/poa-notarization-packet.md](#) .