

Using NotaryCam® to apply for ECFVG® certification

NotaryCam provides online access to professionally licensed and certified notaries. AVMA ECFVG has determined that the NotaryCam process meets its standards for certifying your application form as part of your process for the ECFVG certification program. Using NotaryCam eliminates the need for you to visit a notary in person and to mail your application form to ECFVG.

To use NotaryCam, you will need the PDF file of your application form, your current, unexpired passport as well as a color image of the required page(s) of your passport (saved as a JPEG file), and a computer with a webcam. You must have your current passport available during your NotaryCam session.

If you do not have a passport due to your refugee status, the government is holding your passport, or you have not been issued a passport, please upload another form of government issued ID. Color copies of another ID are required.

If you are using NotaryCam to notarize your application form, you are required to pay a notarization fee to NotaryCam at the time of your notary session. For assistance, please email info@notarycam.com or call (800) 931-7423.

Application requirements

Important note: Before moving forward please ensure that your passport and form meet the following **requirements**. If these requirements are not met, you will need to reach out to ECFVG by email at ecfvg@avma.org prior to submitting your request or moving forward with NotaryCam.

If the name, gender, and date of birth you submitted as part of your Application for the ECFVG certification program do not match exactly the same information in your passport, you cannot use NotaryCam to complete your application form.

- First and last name on the passport must be listed on the form and match exactly.
- Name must be spelled correctly as it shows on the passport.
- All names must be in the same order of the passport or the MRZ Code (The MRZ Code is listed at the bottom of the information page of the passport).
- There should be no extra special characters in the name as it appears on the form when comparing it to the passport/ID (No extra or missing periods, commas, hyphens, or backslashes).

The ONLY exception for missing or extra characters are for special characters that do NOT appear on a keyboard such as a tilde, accent, dieresis, etc. OR the comma that separates the last name from the generational suffix (Jr., Sr., III).

Please contact the ECFVG office for more information at ecfvg@avma.org.

Photograph during notarization

As part of your NotaryCam session, NotaryCam will capture a still photograph of you. This image will be placed by the notary onto your application form and provided to ECFVG for your permanent file. Please keep this in mind when scheduling and preparing for your NotaryCam session. Make sure you are sitting in a well-lit area and that you are presenting yourself in a professional manner.