Reapplying for your notary commission

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Before you start

Understand there is not actually a "renewal" process for notaries.

Notaries must receive a new commission number and expiration period when their current commission expires.

To receive a new notary commission number, you will need to apply similarly to how you did previously.

You cannot continue to notarize with your previous commission number if it has expired.
Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."
Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.
Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."
Things you need before you start

- Drivers License number (or state ID card)
- Last four numbers of your Social Security number
- Email Address
- If you will be performing notaries for your employer:
  - Employer name
    - Address
    - Phone number
Things you need before you start

You must secure a bond prior to submitting a notary application:
  • The bond must be for $5000.
  • The bond must be valid for the same 8 year period as the commission.
  • After securing the bond, you will receive documentation stating the name of the surety and the bond number.

There are two types of bonds: Surety and Freehold
  • Surety Bond is obtained from a bonding company or bank.

  • Freehold Bond is obtained when a person other than the applicant puts forth the $5000 bond in the form of real property they own.

  Do not start the application process without knowing your bond information!
Step 1

To reapply for your notary commission select "apply."

The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.
Step 2

Answer the Pre-Qualification Questions.

Pre-Qualification

Are you at least 18 years of age?  
Are you an Indiana resident?  
Have you served jail time of 6 months or more?  
Do you hold an office classified as a lucrative office in Indiana?
Step 3

Enter your email address. A Transaction ID number will be emailed to you.

Please enter your e-mail address. An e-mail will be sent to you with a Transaction ID. Should you be disconnected during your transaction, you may log back in using your e-mail address and the Transaction ID. All information you have previously entered will be saved, and you will be able to restart the transaction at the point where you lost your connection.

E-mail Address: example@example.com
Re-type E-mail Address: example@example.com

Next  Cancel
Step 4

Save the Transaction ID number for future reference. You will need this if you are unable to complete the process in one sitting.
Step 5

Select whether you have previously been a notary.
Step 6

Search for your current or past notary commission. When conducting the search, only use your commission number or first and last name. Leave all the other fields blank.
Step 7
Select your commission in the match found line.
Step 8

Complete the eight multiple choice training questions. When the training is completed, select "continue."

Notary Training Completed

Congratulations! You have completed this Indiana Notary Public training session.

Continue
Step 9

Double check the information in the personal and business information fields. If needed, make corrections.

Applicant Name:
First
Middle
Last
Suffix

Name as it will appear on commission:

HOME ADDRESS:
Street:
City:
State:
ZIP:
County of Residence:
Home Phone:

Indiana Driver's License Number:
Last 4 digits of your Social Security Number:

E-mail Address:
esample@example.com
Re-type E-mail Address:
esample@example.com
Receive e-mails from the Secretary of State?
Company information will only be filled in if you will be notarizing documents for your company. Select "Skip Company Information" if this does not apply to you.
Step II

Select the type of bond you have obtained. Enter all bond information. Remember that you cannot be your own freehold bond.

Name of bond provider **NOT** your name or service providers.

- **What type of bond will you provide?**
  - Surety Bond
  - Freehold Bond

- **Name of Surety:**
- **Bond Number:**

**NOTE:** The notary applicant cannot be his/her own freeholder.

- **Property Owner:**
- **OWNER ADDRESS**
  - Street:
- **City:**
- **State:**
  - IN
- **ZIP:**

- The listed surety has affirmed that he/she is owner in fee-simple of Real Estate in the fair Cash Value of $5,000 over and above all encumbrances and exemptions.
Step 12

Double check the information on file or that you edited. This information must be correct. If you need to edit the information, select the "edit application" link. This will take you back to the previous page.

Application Verification

Name: JOHN Q. MCSAMPLE
Home Address:
Street: 123 MAIN STREET
City, State Zip: INDIANAPOLIS, IN 46204
County of Residence: Marion
Home Phone: 317-232-8401
Driver's License Number: 0123456789
Last 4 digits of SSN: 1111
E-mail Address: example@example.com
Receive Notary E-mails: No

Company Name: SECRETARY OF STATE
Company Address:
Street: 200 W. WASHINGTON STREET
City, State Zip: INDIANAPOLIS, IN 46204
Office Phone: 317-232-8401

Bond Type: Surety
Name of Surety: Bond Company
Bond Number: 123456

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana, that I am duly qualified to hold office under the Constitution and laws of the State; that I am 18 years of age or over; that I am of good moral character and integrity; that I am a resident of Indiana; that my answers to questions on the application are true and complete to the best of my knowledge; that I will faithfully and impartially discharge the duties of NOTARY PUBLIC if so commissioned by the Governor, according to the best of my skill and ability, so help me God (or under the pains and penalties of perjury).
Step 13

Read the oath of office. Once you have read the oath, confirm that you will uphold the oath by selecting the box on the left side. Then select "next."

**Application Verification**

<table>
<thead>
<tr>
<th>Name:</th>
<th>JOHN Q MCSAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
<td>123 MAIN STREET</td>
</tr>
<tr>
<td>Street:</td>
<td>INDIANAPOLIS, IN 46204</td>
</tr>
<tr>
<td>City, State Zip:</td>
<td>Marion</td>
</tr>
<tr>
<td>County of Residence:</td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>317-232-8401</td>
</tr>
<tr>
<td>Driver's License Number:</td>
<td>0123456789</td>
</tr>
<tr>
<td>Last 4 digits of SSN:</td>
<td>1111</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:esample@esample.com">esample@esample.com</a></td>
</tr>
<tr>
<td>Receive Notary E-mails:</td>
<td>No</td>
</tr>
<tr>
<td>Company Name:</td>
<td>SECRETARY OF STATE</td>
</tr>
<tr>
<td>Company Address</td>
<td></td>
</tr>
<tr>
<td>Street:</td>
<td>200 W. WASHINGTON STREET</td>
</tr>
<tr>
<td>City, State Zip:</td>
<td>INDIANAPOLIS, IN 46204</td>
</tr>
<tr>
<td>Office Phone:</td>
<td>317-232-8401</td>
</tr>
<tr>
<td>Bond Type:</td>
<td>Surety</td>
</tr>
<tr>
<td>Name of Surety:</td>
<td>Bond Company</td>
</tr>
<tr>
<td>Bond Number:</td>
<td>123456</td>
</tr>
</tbody>
</table>

**OATH OF OFFICE**

I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana; that I am duly qualified to hold office under the Constitution and laws of the State; that I am 18 years of age or over; that I am of good moral character and integrity; that I am a resident of Indiana; that my answers to questions on the application are true and complete to the best of my knowledge; that I will faithfully and impartially discharge the duties of NOTARY PUBLIC if so commissioned by the Governor, according to the best of my skill and ability, so help me God (or under the pains and penalties of perjury).
Step 14

Complete the payment process for your renewed notary application. The fee is $11.22 total.

This is the only time that you will be able to obtain a receipt. You can print it from the payment confirmation page. If you have a problem with the payment process or need a receipt, you can contact IN.gov customer assistance at 317.233.2010 or customerservice@www.IN.gov.

Payment Method

Please select a payment method:

- Credit Card
- Electronic Check
- IN.gov Subscriber Account

Not currently an IN.gov subscriber? [Get information](#) on becoming one. (Account activation takes approximately 1 - 2 business days.)
Step 15

You will then receive a confirmation letter via email with a link to print your commission certificate.

Congratulations on becoming a Notary Public!

Indiana Notary Clerk [notary@sos.in.gov]

Sent: Tue 1/21/2014 11:53 AM

Congratulations! Your application for an Indiana Notary Commission has been filed and approved by the Indiana Secretary of State. You are now a part of the largest single group of public officials in our state, with over 80,000 members. As a notary public, your duties serve a critical function within the state.

Notarization is important as an attestation that the signature or signatures on a document have been witnessed, and the parties identified by an impartial public official. Notaries are expected to be impartial, unbiased and without a financial interest in the agreements they notarize.

To assist you in rendering professional service, my office maintains a guide outlining the laws governing the official acts of notaries.

The information provided in the guide, although a good reference, does not address every question, problem, or situation you might face as a notary. If at any time you are unsure how to proceed, I recommend you seek legal advice; as a notary you may be liable both criminally and civilly for any negligent or fraudulent acts.

We want to hear from you! Take this short online survey and tell us about your experience using the online Notary application.

For your records your Notary Commission Certificate is available for download.

You must have Adobe Reader installed on your computer to open this file.

If you need further assistance, please do not hesitate to call my office at (317) 232-6576. We are always available to serve you and the public.

Sincerely,

Connie Lawson
Indiana Secretary of State
Step 16

Print your commission certificate from your confirmation letter. You will be charged $6.12 for additional copies.
Obtaining your Notary Stamp or Seal

Make sure to destroy your previous stamp or seal as it will no longer be valid.

To obtain a notary stamp or seal, you can take your commission certificate to an office supply store. You may also contact a notary association to obtain the required stamp or seal.

The Indiana Secretary of State's office does not provide notary stamps or seals.
Keeping a Notary Journal

The State of Indiana does not require notaries to keep a journal. However, keeping one is recommended to protect yourself.

Journals can be purchased from any office supply store.

Information to track in a journal includes:

- Date and time of notarial act
- Type of notarial act
- Date of the document notarization
- Type of document notarized (i.e. will, contract, deed)
- Printed name of signer
- Description of how the notary public identified the signer
- Any other pertinent information
- Unusual circumstances (i.e. refusal to notarize)
Important Reminders

- You are required to notify the Secretary of State's office if your address changes.

- You are required to notify the Secretary of State's office if you change your legal name.

- If you decide you no longer wish to be a notary public, you should terminate your commission prior to the term's expiration date.
Contacting the Indiana Secretary of State’s Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division  
302 West Washington Street  
Room E018  
Indianapolis, IN 46204
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