



## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/IN/Become](http://www.NationalNotary.org/IN/Become)

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)

### Step 1

I am eligible to become a Notary and am in compliance with state requirements:

- **18 years or older;**
- **Resident or primarily employed in Indiana;**
- **I do not hold a lucrative office in U.S. or IN government (civil, school, city and town officials may serve with certain limitations);**
- **I do not have a conviction with a sentence that exceeded six months of imprisonment.**

### Step 2

I purchased my state-required Notary bond, seal and supplies at [www.NationalNotary.org/IN/Become](http://www.NationalNotary.org/IN/Become) or I called 1-800-876-6827.

### Step 3

I have contacted the NNA at 1-800-876-6827 if I did not provide my county at the time of my purchase.

### Step 4

The NNA has sent me an email with a copy of my bond and instructions on how to apply for my commission on the state website at <https://inbiz.in.gov/BOS/Certification/Notary>

### Step 5

I have completed the training through the Indiana Secretary of State's website:

<https://inbiz.in.gov/certification/notary#verticalTab4>

### Step 6

I have submitted my application to the Indiana State Police Limited Criminal History Record within 30 days of submitting my application & pay the fee at: <https://www.in.gov/isp/2726.htm>

### Step 7

I have filled out my application, submitted my proof of completion and a copy of my criminal history record, taken the exam, and paid my application fee online: <http://www.in.gov/ai/appfiles/isp-lch/>

### Step 8

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

### Step 9

If am approved to become a Notary, in two to three business days after submitting my application, I will receive a link to my commission certificate from the state.

### Step 10

I have emailed a copy of my commission certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or faxed it to 1-800-833-1211. I have included my customer ID. Once my documents have been received, my stamp will be shipped within 3 business days.