



# Indiana Notary Commission Process

## *Step-by-Step Instructions to Renew My Notary Commission*

### ☐ **Step 1**

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

- 18 years or older
- Resident or primarily employed in Indiana
- Citizen or permanent legal resident of the U.S.
- Have an Indiana driver's license, state ID, or other acceptable ID to prove Indiana residency.
- I do not hold a lucrative federal or state government office
- 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 [NationalNotary.org/IN/Renew](https://NationalNotary.org/IN/Renew) or I called 1-800-876-6827.

### ☐ **Step 3**

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](#).

### ☐ **Step 4**

I have completed the training through the Indiana Secretary of State's [website](#).

### ☐ **Step 5**

I have submitted my application to the Indiana State Police Limited Criminal History Record within 30 days of submitting my application & paid the fee [here](#).

### ☐ **Step 6**

I have filled out my Notary application, uploaded my bond certificate, as well as an image of my signature, provided a copy of my criminal history record and paid the state application fee [online](#).

### ☐ **Step 7**

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

### ☐ **Step 8**

I have been approved to become a Notary and received a link to my commission certificate from the state.



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❑ **Step 9**

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.

❑ **Step 10**

Once my documents have been received, my stamp will be shipped within 3-5 business days.

NOTE: Any [Indiana Notary package](#) you purchase from the NNA will include all of your state required items: Notary stamp. It's the best and most convenient way to make sure you have everything you need to renew as an Indiana Notary.

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/IN/Renew](http://www.NationalNotary.org/IN/Renew)

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