

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/IN/Renew

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/Renew 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 (or mail, if a corporate order) 60 days prior to my commission expiration with details on how to apply for my commission on the state website at <https://myweb.in.gov/SOS/notaryapp>.

Step 5

I have completed the training and exam.

Step 6

I have filled out and submitted my application, with a copy of my Notary Public bond, and paid my application fee .

Step 7

If my application is approved, in two to three business days after my submission, I will receive a link to my commission certificate from the state.

Step 8

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

Step 9

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