Utah Remote Online Notary Commission Process

Step-by-step instructions on how to become a Remote Online Notary in Utah.

1. **Be a Commissioned Utah Notary**
   Before applying to become a Utah RON, you must be commissioned as a traditional Notary Public in the state of Utah.

2. **Increase Your Surety Bond Coverage to $10,000**
   If you already have a bond from your traditional Notary commission, contact your bond provider to determine if you can increase the coverage. If you can't, purchase a separate bond to fulfill the $10,000 bond requirement.

3. **Choose a State-Approved RON Technology Provider**
   To perform remote notarizations, you'll need to choose a RON technology provider that meets Utah state requirements for virtual notarizations.

4. **Obtain Your Digital Certificate, Electronic Seal, and Electronic Journal**
   You'll need a digital certificate that contains your electronic signature, an electronic seal, and an electronic journal compatible with the RON technology provider you decide to use. Your RON provider's system may already include these supplies.

5. **Complete the Remote Notary Application Form**
   Visit the Utah.gov website and log into your account to complete the remote Notary application.

6. **Submit Your Application, Proof of Bond, Electronic Seal, and Signature**
   Email your completed application, proof of bond, and a PDF containing your electronic seal and signature to notary@utah.gov.

7. **Pass a Criminal Background Check**
   If you became a Notary or renewed your commission before November 1, 2019, you must pass a background check. The Lt. Governor's Office will send you a link for a background check after you've submitted your remote Notary application.

8. **Receive Confirmation of Approval**
   You should receive confirmation via email that your background check was submitted and your application was approved.

9. Pay the Application Fee

Call the Lt. Governor's Office at (801) 538-1041 to pay the $50 application fee using a debit or credit card.

Questions? Contact our Customer Care Professionals
Email: Services@NationalNotary.org
Website: http://www.nationalnotary.org/UtahRON
Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)