



Remote Notary Authorization Application

SECRETARY OF STATE
BUSINESS SERVICES DIVISION
Telephone: (317) 234-9768
www.sos.IN.gov

INSTRUCTIONS:

1. Complete and submit the attached application to: INBiz@sos.in.gov. An invoice in the amount of \$5.00 will be sent to the applicant by the Secretary of State's office.
2. Complete the Indiana State-Required Remote Notary Education and Exam powered by the National Notary Association (NNA). NNA will provide a certificate of completion. Submit your certificate of completion to INBiz@sos.in.gov. NNA expects the education and exam to be available April 7th, 2020.
3. Receive approval of your application (via INBiz@sos.in.gov) from the Secretary of State's office.
4. Initiate contact with an approved remote technology vendor. Once vendors are approved, we will post the information on Secretary of State's Business Services Homepage (<http://www.in.gov/sos/business/>).
5. Finalize on-boarding with a remote technology vendor.

INFORMATION CONTAINED ON THIS PAGE IS NOT PART OF THE APPLICATION.

RETURN DOCUMENTS TO:

Name:
E-Mail:
Telephone Number:



Remote Notary Authorization Application

THIS APPLICATION MUST BE SUBMITTED ELECTRONICALLY TO: INBiz@sos.in.gov

FILING FEE: \$5.00

REGISTRATION STATUS

The person named in this application has been commissioned by the Secretary of State's office as a Notary Public.

Notary Public Commission Number:

NPO _____

AFFIRMATION QUESTIONS

Have you been convicted of any felony offense or crime involving deceit, dishonesty or fraud or been imprisoned for 6 months or more?

Yes No

Have you had an adverse ruling or given an admission of liability in any legal proceeding involving deceit, dishonesty or fraud?

Yes No

Have you ever been convicted of a crime that has not been expunged or sealed by a court OR have you been arrested for a crime for which charges are currently pending?

Yes No

If the answer is yes any of the above question(s), please provide a brief explanation by attaching a word document to the email containing your application.

ACKNOWLEDGEMENT OF TECHNOLOGY PROVIDER

Intended Remote Technology Vendor:

(See <http://www.in.gov/sos/business/> for approved vendors).

Print Remote Technology Vendor:

I will not conduct remote notarial acts until my application has been approved by the secretary of state's office and I have contracted and on-boarded with a technology provider approved by the Secretary of State's office.

Failure to comply with this requirement will result in the Secretary of State's office terminating your notary public commission.

EDUCATION REQUIREMENT

I understand that I must successfully complete the **Indiana State-Required Remote Notary Education and Exam** powered by the National Notary Association (with a passing score) before my application will be approved. This is the state required course which must be completed in addition to any course your vendor may require.

SIGNATURE

In witness whereof, the undersigned _____ signs
(Printed Name)
this application and verifies, subject to penalties of perjury, that the statements herein are true.

Signature:

Printed Name: