

“Serving Over a Million Notaries Since 1940”  
Notary Bond, Errors & Omissions and Supply Specialists

# Indiana Notary “Discount” Association Co.

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**EFFECTIVE IMMEDIATELY** - the Notary Dept at the State of Indiana has decided to start filing the Notary applications “electronically”. This means that “paper” Notary Public applications are no longer accepted AND all notary applicants must take a short test online. In order to process your application “electronically” you are now required to provide your drivers license number, email address and the last 4 digits of your social security number.

**PLEASE FOLLOW THESE INSTRUCTIONS TO OBTAIN YOUR COMMISSION:**

1. Log into <https://myweb.in.gov/SOS/notaryapp/Default.aspx>
2. Choose “Register to apply via a service company”
3. Answer all Pre-Qualification questions.
4. On the “Initiate Transaction” screen input your name and your email address.
5. Print the Transaction ID page
6. Click the “Next Button”
7. Answer the question “Are you, or have you ever been, a Notary Public In the State of Indiana with “Yes” or “No”
8. Click the “Next Button”
9. On the Notary Public Training Page, click “Begin the Training”
10. Answer all 8 questions correctly. Note: If you miss a question keep on trying until you answer the questions correctly. Click the “Next” button after each correctly answered question.
11. You will receive a confirmation that you completed the Indiana Notary Public Training.
12. Click the “Continue Button”
13. Take your Indiana Notary Oath by checking the box.
14. Click the “Next” button
15. **PRINT YOUR TRANSACTION RECEIPT AND RETURN IT BACK TO OUR SERVICE ALONG WITH YOUR COMPLETED APPLICATION FORM.**

When we receive your application and receipt we will use your Transaction ID to provide a bond for you and complete the application process.

(The paper application you submitted to us will be destroyed once your application is approved.)

YOU WILL RECEIVE YOUR NOTARY PUBLIC CERTIFICATE FROM THE STATE OF INDIANA VIA EMAIL.

**➡ WHEN YOU RECEIVE YOUR NOTARY CERTIFICATE, YOU MUST FAX IT TO US (1-800-637-5992)**  
***THIS IS THE HOW YOU WILL RECEIVE YOUR NEW NOTARY STAMP SEAL!***

Thank you for selecting Indiana Notary “Discount” Association Co., to assist your notary needs!