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Instructions to help you successfully complete your commission as a State of Indiana Notary Public.

Effective immediately the notary department at the State of Indiana has started filing the notary applications "electronically". This means that "paper" notary applications are no longer accepted and all notary applicants must take a state mandatory online test. In order to process your application "electronically" you are now required to provide your driver's license number, email address and the last 4 digits of your social security number.

Mandatory: You must provide exactly the same name, address and email used with the State of Indiana when applying for your notary commission. All information including punctuation must be exactly the same when filling out the NT Transaction Information. This will avoid delays in processing your application. See example below:

State Application Name:	Jane L. Jones
NT Transaction Information Name:	Jane L. Jones
State Application Address:	1234 Example St. Indianapolis, IN 46209
NT Transaction Information Address:	1234 Example St. Indianapolis, IN 46209
State Application Email:	jljones@aol.com
NT Transaction Information Email:	jljones@aol.com

Important: After your NT Transaction ID number is (6 days old) you will not be able to re-start your transaction. You will be required to re-take the test over again to receive a new NT Transaction ID number. Please do not delay!

Follow all instructions below to obtain your Indiana notary public commission:

❖ Please print this page so that you can follow the instructions while taking the state mandatory online test.

Click the highlighted link directly below to be directed to the Indiana Secretary of State website to apply for your notary public commission. Once you are in the website in [Section 3 / Other Actions] click on REGISTER. Because you are applying through a notary service company you MUST click REGISTER. (Please see the below red arrow of where REGISTER is located.)

The screenshot shows the Indiana Secretary of State's Notary Public website. The header includes the IN.gov logo, 'Notary Public', and 'Indiana Secretary of State CONNIE LAWSON'. The main content area is divided into sections: 'before you begin' with a list of links for various notary actions; '1 Start' with a link for 'apply or Re-apply'; '2 Resume' with a link for 'login'; and '3 Other Actions' with links for 'search', 'revise', 'get a copy', 'training', 'register', and 'bulk upload'. A large red arrow points to the 'register' link in the 'Other Actions' section. The footer includes an Adobe Reader Required notice.

Click here to be directed to take the state mandatory online test.

- ✓ Answer the 3 pre-qualification questions and only click next. Do not click cancel!
 - ✓ On the “Initiate Transaction” screen input your name and your email address.
 - ✓ Print the Transaction ID page.
 - ✓ Click the “Next Button”.
 - ✓ Answer question “Are you, or have you ever been, a Notary in the State of Indiana with “Yes” or “No”
 - ✓ Click the “Next Button”.
 - ✓ On the Notary Public Training Page, click “Begin the Training”.
 - ✓ 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.
 - ✓ You will receive a confirmation that you completed the Indiana Notary Public Training Session.
 - ✓ Click the “Continue Button”.
 - ✓ Take your Indiana Notary Oath by checking the box.
 - ✓ Click the “Next” button.
 - ✓ Click the “Print this receipt” link. You will now see a yellow box at the top of the screen that reads “Pop up blocked”. You must allow temporary pop ups to view your entire receipt.
 - ✓ Click the “Print this receipt” link again and the completed transactions page will now appear.
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- ✓ **Mail Orders:** You must print off the NT transaction ID receipt and return it to the above mailing address along with your completed notary public application form and payment.
 - ✓ **Online Orders:** Be sure to print off or write down your NT transaction ID number and visit www.notarybonding.com to purchase your low cost notary bond package.