



# Secretary of State

## State of Indiana

**Connie Lawson**  
Indiana Secretary of State

The following message contains important information regarding the status of your notary commission

Greetings Indiana Notary Public,

The purpose of this message is to inform you of these substantial changes so that you remain in compliance with state law and regulations. These changes will affect *all* Notaries Public:

### **(1) Updated Notary Fees**

#### **Beginning July 1, 2020:**

- A **\$75.00** total fee (education/exam + application) will be required to apply for or renew a Notary Public Commission
- Initial and renewal notary public commission applications will require a limited criminal history record check. The cost for this record check is **\$16.32**
  - See Note 4 (below) for additional details
- The fee to complete Continuing Education will be **\$50.00**.
  - See Note 2 (below) for additional details

#### **As of March 31, 2020:**

- A **\$100.00** total fee (education/exam + application) is required to apply for remote notary authorization
  - See Note 3 (below) for additional details

Want to stay up to date?

The best way to stay in touch with important changes to Notary law and your resources is by keeping your email address updated. [INBiz](http://INBiz.in.gov) makes it easy: go to [INBiz.in.gov](http://INBiz.in.gov) and log in to edit your notary commission.



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### **(2) Continuing Education**

**On July 1, 2020, new laws pertaining to continuing education for Indiana Notaries Public will take effect.**

- Notaries Public will be required to complete a continuing education course and exam every two years during an active 8 year commission.
  - The education course is offered through INBiz.
  - Education courses taken or completed outside of INBiz are not accepted at this time.
- The due date for continuing education courses will be the last day of the month that your commission was originally issued every two years during your commission. (e.g. for a commission issued on 03/15/2024, the CE due date will be 03/31/2026)
  - Continuing education may only be completed within 90 days of the due date. **Access to continuing education will begin on July 1, 2020 through INBiz.**
  - To view your continuing education due date, you may look up your commission details through this process:
    1. Lookup your Notary commission by visiting: <https://mylicense.in.gov/EVerification/Search.aspx>
    2. Select **Associated Licenses**
    3. Locate your Continuing Education Record
- A Notary Public's commission will automatically expire if they fail to complete their continuing education by the due date.
  - Notaries public that expire for failure to complete continuing education will be required to submit an initial application if they wish to continue providing notarial services or performing notarial acts.
- The fee to complete the continuing education is: **\$50.00.**

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## **(3) Remote Notary Authorization**

**On March 31, 2020, new laws pertaining to remote notary authorizations for Indiana Notaries Public took effect.**

- Only an active Notary Public can apply to become a remote notary. You may not apply for a remote notary authorization if your Notary Commission expires in the next 90 days.
- To receive a remote notary authorization, an additional application is required, along with the completion of an education course, examination, and fee.
- In order to be approved as a remote notary, you must contract with an approved technology vendor(s).
  - A list of approved remote technology vendors may be found online at <https://www.in.gov/sos/business/4789.htm>
- If your commission expires in the next 90 days, you must renew your Notary Commission before applying for a consecutive Remote Notary authorization. This can be done no sooner than 90 days before the commission expiration date.
- Remote notary authorization expires at the same time your notary public commission expires.
- A **\$100** total fee (education/exam + application) is required to apply for remote notary authorization

### What is Remote Notarization?

Signers appear before the remote notary public by two-way audio visual communication on an approved application platform and the notarial act and signatures are captured on an electronic record.

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## (4) Limited Criminal History Record Check

On July 1, 2020, applying and renewing Notaries Public will be required to submit a limited criminal history record check with their application/renewal.

- You must obtain a Limited criminal history record check through the Indiana State Police (ISP).
- Limited criminal history record checks will be uploaded during the application process, along with your surety bond and signature sample.
- Limited criminal history record checks will not be accepted if they are thirty (30) days or older.
- All pages of limited criminal history record checks must be submitted at the time of application.
- The fee to obtain a limited criminal history record check is **\$16.32**.

## HOW TO OBTAIN A LIMITED CRIMINAL HISTORY RECORD CHECK

- Visit: <https://www.in.gov/ai/appfiles/isp-lch/>
- Scroll to the bottom, click the acknowledgement box and click **start search**
- Login or create a new account
- Start a new search and follow the prompts to complete your request
  - At the **Reason for Request** screen, select option 4: *Is a candidate for public office or a public official*
- Results will be available instantly, and may be printed or saved to your desktop
  - The ISP allows a user fourteen (14) days to download and print their limited criminal history record checks from the ISP website

### \*Reminder to All Notaries\*

Please note that many changes to Indiana Code regarding notaries public went into effect beginning July 1, 2018. These changes include: new stamp requirements and change of information requirements. To review these changes, please visit [inbiz.in.gov/certification/notary](http://inbiz.in.gov/certification/notary).

If you have additional questions or concerns, please contact our office at 317-234-9768 or via email at [inbiz@sos.in.gov](mailto:inbiz@sos.in.gov)

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