

INDIANA OFFICIAL NOTARY SEAL REQUIREMENTS

As set forth in IC Code 33-42-10-2, a notary seal must conform to said statute per the Secretary of State Notary Division.

Therefore, please make sure notaries are complying with the following requirements to avoid your document being disclaimed for not having the proper seal or rejected if the notarial section does not contain all the required information.

IC 33-42-10-2 Official Seal

Sec. 2. (a) The official seal of a notary public must include the following:

- (1) The words "notary public".
- (2) The words "state of Indiana".
- (3) The name of the notary public exactly as it appears on the notary public's commission certificate.
- (4) The words "commission number" followed by the commission number of the notary public.
- (5) The words "my commission expires" followed by the expiration date of the notary public's commission.
- (b) The seal described in subsection (a) must be capable of being copied together with the record to which it is affixed, attached, or associated.
- (c) The seal described in subsection (a) may include any other information chosen by the notary public to be included on the seal.

As added by P.L.128-2017, SEC.19. Amended by P.L.130-2024, SEC.8.

In addition to the proper seal, a notarial certificate must be included and conform to IC 33-42-9-12

IC 33-42-9-12 Authentication by certificate; requirements; changes

Sec. 12. (a) A notarial act must be authenticated by a certificate bearing the date of the notarial act and the signature of the notarial officer. A properly completed certificate must conform to the following conditions:

- (1) The certificate must be completed contemporaneously with the performance of the notarial act.
- (2) The certificate must be signed and dated by the notarial officer. If the notarial officer is a notary public, the certificate must be signed in the manner on file with the secretary of state for the specific notary public.
- (3) The certificate must identify the jurisdiction in which the notarial act is performed as follows:
 - (A) For a notarial act that is not a remote notarial act, the county and state in which the principal or witness appears before the notarial officer.
 - (B) For a remote notarial act, the information required by IC 33-42-17-7(a)(3).
- (4) The certificate must display the title of the notarial officer.
- (5) If the notarial officer is a notary public, the certificate must display:
 - (A) the expiration date of the notary public's commission; and
 - (B) either of the following:
 - (i) The Indiana county of the notary public's commission.
 - (ii) If the notary public is not a resident of Indiana but is primarily employed in Indiana, the Indiana county where the notary public is primarily employed.
- (b) A notary public who performs a notarial act on a tangible record shall:
 - (1) affix, display, or emboss the notary public's official seal; and
 - (2) print or type the notary public's name underneath the notary public's signature on a certificate of acknowledgment, proof (as defined in and permitted under IC 32-21-2), or other official record unless the name of the notary public:
 - (A) appears in printed form on the record; or
 - (B) appears as part of the notary public's official seal; andis legible when the record is photocopied.

See the sample below:

Signed: Susie Signer

State of Indiana (County where the act occurs.)
County of: Spencer

On this 21st day of April, 2023, this record was signed before me by Susie Signer

Notary Public	State of Indiana
Nancy M. Notary	
Commission Number	#####
My Commission Expires	00/00/0000

Nancy M. Notary (Notary Public Signature)

Commissioned in Spencer County (County of Commissioning)

Please feel free to contact the Spencer County Recorder's office if you have any questions.
812-649-6013