



Secretary of State

State of Indiana

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Indiana Secretary of State

In response to the novel coronavirus (COVID-19) and with the understanding that notarization is an essential component of business and personal transactions, Governor Holcomb, Secretary of State Lawson and key stakeholders are working diligently to expedite the implementation of remote notarization in the State of Indiana. Remote notarization was previously scheduled to go into effect on July 1, 2020. The administrative rules go into effect March 31, 2020 along with the statutory authority to perform remote notarizations. (75 IAC 7 & IC 33-42-17).

Remote Notary Authorization

If you are an active Indiana notary, you may immediately apply to become a remote notary:

- A remote notary authorization allows Indiana Notaries Public to perform notarial functions via two-way audio visual communication on an approved vendor platform while signatures are captured on an electronic record.
- You must contract with an approved remote technology vendor in order to perform remote notarizations. We are currently working to approve remote technology vendors as soon as possible. Once vendors are approved, we will post the information on Secretary of State's Business Services Homepage (<http://www.in.gov/sos/business/>).

Next Steps:

1. Complete and submit the attached application to INBiz@sos.in.gov.
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 course to be available April 7th, 2020.
3. Receive approval of your application (via INBiz@sos.in.gov) from the Secretary of State's office. The Remote Technology Vendor will verify your approval with the Secretary of State's office.
4. Initiate contact with a remote technology vendor.
5. Finalize onboarding with a remote technology vendor.