

**TODD ROKITA  
SECRETARY OF STATE**

**NOTARY PUBLIC APPLICATION\***

***Including:***

Request to be appointed a Notary Public  
Notarial Oath  
Notarial Bond  
Instructions

IC 33-16-2-1: (*as amended*)

Sec. 1 (a) Any applicant for a commission as a notary public shall possess the following qualifications:

- (1) be at least eighteen (18) years of age; and
- (2) be a legal resident of the State of Indiana.

(b) A notary public shall be appointed and commissioned by the Governor. A notary public shall hold office for eight (8) years. A notary public, when so qualified, shall be authorized to act within the State of Indiana. A person may request an application to become a notary public from the Secretary of State. The application shall be prescribed by the Secretary of State and shall include the applicant's county of residence, oath of office, and official bond. The application shall also contain any additional information necessary for the efficient administration of this chapter. The applicant shall personally appear, with an application, before an officer authorized by law to administer oaths who shall administer an oath of office to the applicant. The applicant shall secure an official bond, with freehold or corporate security, to be approved by the Secretary of State in the sum of five thousand dollars (\$5,000). The official bond shall be conditioned upon the faithful performance and discharge of the duties of the office of notary public, in all things according to law, for the use of any person injured by a breach of the condition. The completed application shall be forwarded to the Secretary of State. The Secretary of State shall forward each commission issued by the Governor to the applicant or the applicant's surety company.

**Notary Department  
Secretary of State's Office  
Room 201 State House  
Indianapolis, Indiana 46204  
317-232-6542**

\* This application should also be filled out by current notaries public desiring to extend their commission for another term. There is no separate renewal form or procedure.

**IT IS A CRIME TO PERFORM ANY OF THE DUTIES OF A NOTARY PUBLIC UNTIL COMMISSIONED BY THE GOVERNOR. IT IS IMPORTANT THAT YOU POSSESS A CURRENT, VALID COMMISSION BEFORE ACTING AS A NOTARY PUBLIC. THE FILING OF THIS APPLICATION OR THE TAKING OF THE OATH CONTAINED AS PART OF THIS APPLICATION DOES NOT AUTHORIZE YOU TO ACT AS A NOTARY PUBLIC.**

# NOTARY APPLICATION INSTRUCTIONS

1. Application for Notary Public may be obtained from the Secretary of State, the Clerk of the Circuit Court, or a bonding company. Applications can be photocopied if all parts of the application remain on the front and back of one piece of paper.
2. **The application must be filled out completely. The application must be typewritten or printed. Do not leave any blanks. If any item is not applicable to you, please indicate that fact with the words "not applicable" or "none" or "NA".**
3. In giving your name in item #1 on the application, you should print or type your name the way you will sign your name as a notary public. Your first or middle name may be initialed, but we suggest either your first full name or your second full name or both, whichever you prefer. For example: John S. Smith, J. Samuel Smith, or John Samuel Smith; but not J. S. Smith. Your commission will be issued in the name given in item #1 and when performing a notarial act you should always sign your name the way it appears on your commission. This requirement is for identification purposes and is for your protection.
4. If you are making reapplication, it is important for you to complete item #7 on the application and show your expiration date so that when your new commission is issued there will be no lapse or overlap. (*If your commission has recently expired, do not show your old expiration date in #7. Show an expiration date only if your commission is still in effect when you complete the application.*) Reapplications should not be sent to the Secretary of State's office earlier than sixty (60) days before the expiration date.
5. After the first seven items of the application have been filled out, take the application to an officer authorized by law to administer oaths (*e.g. another notary public, the Clerk of the Circuit Court, etc.*). The oath of office (*item #9 of the application*) will be administered to you by that officer. Be sure to read instructions #6, 7, 8, 9 and 10 below.

**PLEASE NOTE: BEFORE TAKING THE OATH IT IS IMPORTANT TO DETERMINE IF YOU ARE QUALIFIED TO BE A NOTARY PUBLIC.**

- A. **INDIANA LAW STATES THAT IT SHALL BE AN INDISPENSABLE QUALIFICATION FOR PERSONS TO HOLD ANY OFFICE WITHIN THE STATE OF INDIANA, EITHER BY ELECTION OR APPOINTMENT, THAT SUCH PERSONS SHALL NEVER HAVE BEEN CONVICTED OF ANY CRIME AGAINST THE LAWS OF THE UNITED STATES WHERE THE SENTENCE IMPOSED EXCEEDED SIX (6) MONTHS (IC 5-8-3-1).**
- B. **NO PERSON HOLDING ANY LUCRATIVE OFFICE OR APPOINTMENT UNDER THE UNITED STATES OR UNDER THIS STATE, AND PROHIBITED BY THE CONSTITUTION OF THIS STATE FROM HOLDING MORE THAN ONE SUCH LUCRATIVE OFFICE, SHALL SERVE AS A NOTARY PUBLIC, AND HIS ACCEPTANCE OF ANY SUCH OFFICE SHALL VACATE HIS APPOINTMENT AS SUCH NOTARY; BUT THIS PROVISION SHALL NOT APPLY TO ANY PERSON HOLDING ANY LUCRATIVE OFFICE OR APPOINTMENT UNDER ANY CIVIL OR SCHOOL CITY OR TOWN OF THIS STATE. (IC 33-16-2-7)**
- C. **EVERY PERSON ELECTED OR APPOINTED TO ANY OFFICE UNDER THIS CONSTITUTION SHALL, BEFORE ENTERING ON THE DUTIES THEREOF, TAKE AN OATH OR AFFIRMATION TO SUPPORT THE CONSTITUTION OF THIS STATE, AND OF THE UNITED STATES, AND ALSO AN OATH OF OFFICE. (Indiana Constitution, Article 15, Section 4)**

6. An official bond, with freehold or corporate security, must be secured in the sum of \$5,000. The applicant must sign in item #10 and have his signature acknowledged in #11. (Freehold security must be approved by the Secretary of State and item #13 of the application is only completed in the case of a freehold bond. A freehold bond is when someone other than the applicant, who owns land worth at least \$5,000, is the surety.) Corporate security can be obtained by taking the application to a bonding company for completion. Insurance companies and agents are often qualified to provide corporate security. Items #10, 11 and 12 of the application make up the bond.
7. In the case of a corporate security, a power of attorney showing that the individual signing for the bonding company has authority to execute the bond should be attached to the application when it is submitted to the Secretary of State.
8. The completed application, including the oath of office and bond, should be forwarded to the Secretary of State with a fee of five dollars (\$5), payable to the Secretary of State, in the form of a check or money order. Do not send currency in the mail.
9. The Secretary of State will forward your commission to you (or to your surety company, if requested to do so by enclosing a self-addressed return envelope with the application.)
10. Please tear off and keep these instructions.