



### [Apply for Notary License](#)

1. Navigate to [inbiz.in.gov](http://inbiz.in.gov) and hover over Certifications. Select **Notaries Public** from the dropdown menu
2. Review all tabs on page for general information about becoming a Notary Public
3. When ready, click **Become a Notary** to begin the application (if not logged in or don't have an INBiz account, you will need to log in or create an account at this stage)
4. Read the information carefully before continuing. This page indicates all necessary items in order to complete an application. When ready, click **I Agree**
5. Answer whether you have held any license with the Indiana Professional Licensing Agency before
  - a. If No, continue (please select no even if you have held a license such as a Bartender's license)
  - b. If Yes, please search for your license on the next screen (please select yes only if your other license type can be added to INBiz, e.g. real estate, tanning facility)
6. Select License Type from the dropdown menu as **Person**
7. In the Profession dropdown box, select **Notary Public**
8. In the License Type box, select **Notary Public** and then click **Apply**
9. Enter in your Date of Birth and SSN and click **Search**
10. All boxes should be blank if you are a first time applicant. Fill in all required boxes
11. Create User ID and Password and click **Register**
12. Begin the Notary Public application process and ensure all fields are complete before you pay the fee (please ensure you are clicking Complete or Confirm on every page before moving forward)
  - a. Complete Demographics
  - b. Enter Bond information

- c. Enter Employment information (optional if Indiana resident, required if non-resident)
  - d. Answer Affirmation Questions
  - e. Upload required documents
    - i. \$25,000 Surety Bond
    - ii. Signature Sample (Can be on a blank piece of paper)
    - iii. Limited Criminal Background Check
13. Review all information and scroll down and click **Pay Fees**
  14. Pay the application fees (\$75.00 total for both Initial and Renewal)
  15. After submitting payments, you may now return to your INBiz Dashboard to begin the Education and Examination part of the application
  16. On your INBiz Dashboard, select **Education/Exam** on your Pending Application
  17. Select **Access Notary Education**
  18. Finish Education and return to Dashboard and click **Education/Exam** again
  19. Select **Access Notary Exam**
  20. Complete and pass the exam. Once the exam has been passed, your application has been submitted for review (please note that if you fail, you must wait 24 hours before you can retake the exam)
  21. Processing time is 5-10 business days after the exam has been passed and completed