INBIZ

Renew a Notary License

1. Navigate to inbiz.in.gov and log in to your account or create one

2. Upon logging in, hover over Online Services and select **Renew License/Notary Commission**

3. Select the Notary Public tab and answer the first question

   a. If no, enter your Commission Number (NP0xxxxxx) and Registration Code (both should be included in your renewal email)

   b. If yes, enter your Commission Number, last four digits of SSN, and your Date of Birth

4. Click **Search** after inputting requisite information

5. Scroll down and click **Renew** in the bottom right

6. 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

7. Review all information and scroll down and click **Pay Fees**

8. Pay the application fees ($75.00 total for both Initial and Renewal)

9. After submitting payments, you may now return to your INBiz Dashboard to begin the Education and Examination part of the application

10. On your INBiz Dashboard, select **Education/Exam** on your Pending Application

11. Select **Access Notary Education**

12. Finish Education and return to Dashboard and click **Education/Exam** again

13. Select **Access Notary Exam**

14. 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)

15. Processing time is 5-10 business days after the exam has been passed and completed