

**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.

Commission # _____ Expiration Date of New Commission _____

APPLICATION FOR APPOINTMENT AS A NOTARY PUBLIC IN THE STATE OF INDIANA

Complete and Return to: **Notary Department, Secretary of State, Room 201, State House
Indianapolis, Indiana 46204: Telephone: 317-232-6542**

To: THE GOVERNOR OF INDIANA

I respectfully request that I be appointed and commissioned a Notary Public. In support of my application, I submit herewith the required bond, oath of office, and 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.) (IC 33-16-2-1)

PRINT OR TYPE

1. NAME _____
Your legal signature in which commission will be issued - see instruction #3
2. HOME ADDRESS _____
Number and street

City State ZIP code
3. COUNTY OF RESIDENCE _____

4. Business or Employer's Name _____

5. Business or Employer's Address _____
Street City State ZIP code

6. HOME PHONE () _____ OFFICE PHONE () _____
Area Code Number Area Code Number

7. If you have a current valid notary commission, show your expiration date:

_____, 20 _____

8. If you are now a notary public and your name or county has changed since your last application, please give both old and new information.

OLD: _____

NEW: _____

9. NOTARIAL OATH

STATE OF INDIANA)
COUNTY OF _____) SS:
County in which oath is administered

I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana; that I am duly qualified to hold office under the Constitution and laws of the State; that I am 18 years of age or over; that I am of good moral character and integrity; that I am a resident of Indiana; that my answers to questions on this application are true and complete to the best of my knowledge; that I have carefully read all of the instructions which came with this application, and that I will faithfully and impartially discharge the duties of NOTARY PUBLIC if so commissioned by the Governor, according to the best of my skill and ability, so help me God (or under the pains and penalties of perjury).

Place Officer's Seal Here _____
Subscribed and sworn or affirmed to before me, this _____ day of _____
A.D. 20 _____. IN TESTIMONY WHEREOF, I, _____
Printed or typed name of officer
_____, a _____ Office
Signature of a notary public or other officer authorized to administer oaths
County of _____, State of Indiana.
Officer's county of residence
My commission expires: _____

NOTE: The Bond Form, starting with #10 on the back of this application, must be completed before mailing to the Secretary of State. The applicant must sign again in #10.

10. NOTARIAL BOND

KNOW ALL BY THESE PRESENTS, that we _____ as principal (applicant) and _____ of _____ County as

freehold or corporate surety, are held and firmly bound unto the State of Indiana, in the penal sum of FIVE THOUSAND DOLLARS (\$5,000), the payment of which, well and truly to be made, we bind ourselves, our heirs, executors and administrators, firmly by these presents.

WITNESS our signatures as acknowledged below. THE CONDITION OF THE ABOVE OBLIGATION IS AS FOLLOWS, TO-WIT.

WHEREAS, the above bound principal has applied for appointment by the Governor of the State of Indiana as a Notary Public, in and for the State of Indiana, for a eight-year term.

Now, if the said principal shall truly and faithfully perform and discharge the duties of said office of Notary Public, in all things according to law, then the above obligation to be null and void, otherwise to remain in full force and virtue in law. The term of this bond is from the effective date of the principal's commission to the expiration date of the same.

Signature of applicant. Must be acknowledged below in #11

Signature of surety. Must be acknowledged below in #12

11. ACKNOWLEDGEMENT OF APPLICANT'S SIGNATURE BY A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED BY LAW TO TAKE ACKNOWLEDGEMENTS.

STATE OF _____, COUNTY OF _____: SS: County in which acknowledgement is being made

Before me the undersigned, an officer authorized to take the acknowledgement of deeds (Notary Public, County Clerk, etc.) personally appeared

_____ and acknowledged the execution of the foregoing bond for the uses and purposes therein expressed, without condition or reservation.

IN TESTIMONY WHEREOF, I _____, have hereunto set my hand and official seal, this _____ day of _____, 20 _____.

Signature of authorized officer, a _____ office

for the County of _____, State of _____.

My commission expires: _____.

12. ACKNOWLEDGEMENT OF SURETY'S SIGNATURE (Freehold or Corporate) BY A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED BY LAW TO TAKE ACKNOWLEDGEMENTS. (NOTE: The officer can not acknowledge his/her own signature)

STATE OF _____, COUNTY OF _____: SS: County in which acknowledgement is being made

Before me the undersigned, an officer authorized to take the acknowledgement of deeds (Notary Public, County Clerk, etc.) personally appeared

_____ and acknowledged the execution of the foregoing bond for the uses and purposes therein expressed, without condition or reservation.

IN TESTIMONY WHEREOF, I _____, have hereunto set my hand and official seal, this _____ day of _____, 20 _____.

Signature of authorized officer, a _____ office

for the County of _____, State of _____.

My commission expires: _____.

13. SUPPORTING AFFIDAVIT TO BE USED IN SUPPORT OF A FREEHOLD SURETY.

STATE OF INDIANA, COUNTY OF _____: SS: County in which acknowledgement is being made

The undersigned surety, being duly sworn or affirmed, says that he/she is the owner in fee-simple of Real Estate in

_____ County, of the fair Cash Value of \$ _____ over and above all encumbrances and exemptions.

IN TESTIMONY WHEREOF, I _____, have hereunto set my hand and official seal, this _____ day of _____, 20 _____.

Signature of authorized officer, a _____ office

for the County of _____, State of _____.

My commission expires: _____.