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Finest Quality, Fastest Service, At The Lowest Possible Cost!

# IMPORTANT

*Thank you for choosing LMI Notary Service to assist with your Notary appointment. It is our mission to provide you with the best service and quality products that you will need to have while commissioned as a Notary Public.*

## **Below is a checklist for you to follow to complete your process:**

- ☐ 1. You have obtained your Notary Bond number.
- ☐ 2. Within 60 days of your current expiration date, log onto State of Indiana website <https://myweb.in.gov/SOS/notaryapp/Default.aspx> and click on Apply for Notary. Follow the steps and complete the required training.
- ☐ 3. After you have completed this training you will be asked for your bond number and Licensing Fee. Be sure to enter the bond number correctly. The bonding company is **RLI**.
- ☐ 4. Print out your new license!

## **FINAL STEP:**

- ☐ 5. If you have ordered new notary supplies, upload a copy of your new notary license to [www.BeANotary.com](http://www.BeANotary.com) as we do not receive a copy of your license from the DOL. We cannot legally create your new notary supplies without a copy of your new license.
- ☐ 6. Approximately 7 business days later, your new notary supplies will arrive to the 'ship to' address you have provided. That's everything!

*Call with any questions you may have during this process!*