



State of Utah – Office of the Lt. Governor

Application for Remote Notary Public Commission

Send by email to:
notary.utah.gov

OFFICE USE ONLY

Commission #

Detailed Remote Notary Application instructions are available online at notary.utah.gov. Questions? Call us at (801)538-1041.

1. Remote Notary Application Checklist

*Note: The application for remote notary public commission takes 1-2 weeks to process. Incomplete applications will not be processed, make sure you submit your **bond, example of your electronic seal, and complete application** all together.*

<input type="checkbox"/> Application	Have you reviewed your information? Is it all current? Have you signed your application?
<input type="checkbox"/> Bond	Did you include your additional \$5,000 remote notarial bond? Did you sign your bond? Please note: If you obtained an entirely separate notarial bond and did not obtain a \$5,000 adjustment to your original notarial bond, your remote notary bond is still tied to the dates of your original notarial bond .
<input type="checkbox"/> Electronic Seal & Signature	Each vendor will have an electronic signature/seal and the notary must obtain theirs to submit their application to the Lt. Governor's office.
<input type="checkbox"/> Remote Notary Application Process	<ol style="list-style-type: none"> 1. Obtain an electronic signature and seal from an approved remote notary solution provider listed here. 2. Obtain an additional \$5000 notary bond rider from your surety company. 3. Email this application, bond and PDF file containing your electronic signature and seal to notary@utah.gov 4. Once the Lt. Governor's office verifies the information in steps 1 through 3 you call the Lt. Governor's office to pay the \$50 application fee. 5. Submit the mandatory background check if required. 6. Receive confirmation from the Lt. Governor's Office that you have met the requirements and can start performing remote notarizations.

2. Applicant Information (Name as it will appear on Commission and Stamp)

Last name	First name	Middle (optional)	Date of Birth (MM/DD/YYYY)	
Mailing Address	City	State	Zip	
Home Address	<i>Physical Address, NOT A P.O. BOX</i> City	State	Zip	
Business Address	<input type="checkbox"/> I work from home City	State	Zip	
Home Phone	Work Phone	Cell Phone	Email	

4. Commission Information

a.	What is your current commission number?	
b.	What is your current commission expiration date?	

5. Additional Information (Optional)

a.	Are you a licensed attorney in good standing for the State of Utah?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.	Are you a licensed escrow agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Note: Misrepresenting yourself as either a licensed attorney or a licensed escrow agent will result in denial of your application and/or revocation of your notarial commission.

6. Applicant Attestation and Signature

I, _____, (full name) solemnly affirm, under penalty of perjury, that the answers to all questions on this application are true, complete, and correct; that I have carefully read the notary law (Title 46) of this State; and that, if appointed and commissioned as a notary public, I will perform faithfully, to the best of my ability, all notarial acts in accordance with the law.

Date	Signature of Applicant
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6. Remote Notary Solution Provide and Electronic Seal Example

Name of Remote Notary Solution Provider

This section is to provide the example electronic signature and seal that was provided to you by the Remote Notary Solution Provider (Vendor). You may use this section or attach a separate document.

I, _____ (full name) solemnly affirm, under penalty of perjury, that the answers to all questions on this application are true, complete, and correct; that I have carefully read the notary law (Title 46 Notarization and Authentication of Documents, Electronic Signatures, and Legal Materia) and Rules (R623-100 Remote Notarization); and that, if appointed and commissioned as a remote notary public, I will perform faithfully, to the best of my ability, all notarial acts in accordance with the law.

Date: _____

Signature: _____

State of Utah)

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County of _____)

Subscribed and sworn to before me on this _____ of _____, in the year 20 _____,

by _____.

(Name of Signer)

Witness my hand and official seal.

(notary signature)

(seal)