



PAUL D. PATE
Secretary of State
State of Iowa

Application for Approval to Perform Notarial Acts for Remotely Located Individuals

Read instructions before completing this application. Please type or print information clearly.

1. Applicant's Name (as it appears on applicant's notary application or commission):

First Middle (Optional) Last

2. Applicant's Home Contact Information:

House Number Street Name City State ZIP Code

Home Phone Number Home Email Address

3. Training Course: Has applicant, within the six months prior to the date of this application, completed a remote notarization training course approved by the Secretary of State as required by Iowa Administrative Code section [721-43.5\(3\)\(b\)](#): Yes No

***NOTE:** Certificate of completion of the course **must** accompany this application as proof.

4. Technology Used: Identify the approved remote notarization technology the applicant intends to use:

5. Affirmation and Signature:

I hereby affirm that the information I have given in this application is true and correct, that I have read and understand the requirements of Iowa Code chapter [9B](#) and Iowa Administrative Code 721 chapter 43, and that I understand that I may not perform any notarizations for remotely located individuals until I have been approved by the Secretary of State to do so.

Applicant's Signature Date

Applicants filing by paper may find Iowa Administrative Code chapter [721-43.5\(9B\)](#) at this website: <http://www.legis.iowa.gov/docs/code/9b.pdf>



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Instructions for Application for Approval to Perform Notarial Acts for Remotely Located Individuals

Incomplete or incorrect applications will be returned. If any information on this application changes during the duration of the applicant's notary commission, the Secretary of State must be notified within 30 days of the change. Records of Iowa notaries are public records.

- 1. Applicant's Name:** Documents must be notarized using the name that appears on the commission (e.g. if a middle initial is provided, it must be included during notarizations). A stamp must be used when notarizing documents. The name on the stamp must be identical to the name that appears on the notary's commission.
- 2. Applicant's Home Contact Information:** Provide complete home address, phone number, and email address as they appear on applicant's notary application.
- 3. Training Course:** Check box to indicate whether applicant has completed an initial training course approved by the Secretary of State concerning the technical requirements and methods for performing notarial acts for remotely located individuals within the six months immediately preceding the date of this application as required by Iowa Administrative Code section 721-43.5(3)(b). If "Yes", applicant must submit with this application proof of completion of the course. If "No", applicant must first complete an approved course before being approved to perform notarial acts for remotely located individuals. Information about approved courses may be found at: <https://sos.iowa.gov/remotenotary>
- 4. Technology Used:** Identify the remote notarization technology solution the applicant intends to use, chosen from the Secretary of State's list of approved providers which may be viewed at: <https://sos.iowa.gov/remotenotary>
- 5. Affirmation and Signature:** Applicant must affirm the statement by signing the completed application.

DURATION OF COMMISSION: For an Iowa resident, a notary commission is effective for 3 years from the date of commission. For a resident of a bordering state, a notary commission is effective for 1 year from the date of commission.

CHANGES: If any information contained on this application changes during the term of your notary appointment, you are required to notify the Secretary of State within 30 days.

NOTICE: Iowa notary public records are available to the public.

SECRETARY OF STATE
Notary Division
Lucas Building, 1st Floor
Des Moines, IA 50319

Phone: (515)281-5204
Fax: (515) 242-5953
Website: sos.iowa.gov