Add a Remote Notary Endorsement

You must have an Electronic Notary endorsement to apply for a Remote Notary license. You can apply for both at the same time.

The Electronic Notary endorsement has a fee of $15. There is no fee for a Remote Notary endorsement.

These instructions assume you already have an Electronic Notary endorsement.

1. Click Professional Licenses in the gray navigation bar at the top of the page.

2. Click the link for the Notary Public license.
3. **Click** Manage Endorsements in the blue menu bar on the right-hand side of the page.

![Professional Licenses](image)

4. **Click** the Add Endorsement button.

![Manage Endorsement](image)

5. **Click** Yes for the Remote Notary endorsement question. An Add Provider Information button will appear.

![Endorsement](image)
6. If you want to provide information about your software provider, **click** the Add Provider Information button.
   - If you don’t want to add this information now, **click** the Continue button and go to step 9.
   - You must provide this information within 30 days of getting the Remote Notary endorsement.

7. **Select or enter** the information about your software provider and **click** the Add button.
   - If you select Other in the Provider Name field, you must enter the name of your provider in the Description field. We’ll review your provider and let you know if this provider is acceptable.
8. The information about the software provider will be displayed.
   - If you want to add another software provider, **click** the Add Provider Information button and **repeat** step 7.
   - **Click** Continue to move forward.

9. **Read and check** each of the certification statements, **enter** your name exactly as shown below the Signature field, and **click** Continue.
10. **Click** Ok at the pop-up.

11. **Enter** any comments and a star rating and **click** Submit OR **click** Skip.

12. **Click** the Licenses tab.
13. **Click** the link for the Notary Public license.

![Professional Licenses](image)

14. The Remote Notary endorsement will be added to your license.

![Professional Licenses](image)

15. If you didn’t provide Software Provider information, you must do so within 30 days or your endorsement will be removed from your license.