



**STATE OF MINNESOTA
SECRETARY OF STATE
REMOTE ONLINE NOTARIZATION AUTHORIZATION**

Please read the instructions on the back of this form before completing this application.

NO Fee is due for remote online notarization authorization

Effective January 1, 2019, the Minnesota Legislature enacted remote online notarization pursuant to *Minnesota Statutes* 358 and 359, allowing a notary public who is authorized by the Secretary of State to perform remote online notarial acts.

Before a notary performs a remote online notarization, the notary public must register with the Secretary of State according to *Minnesota Statutes* 359.01, Subd. 5, and must certify that the notary intends to use communication technology that conforms to *Minnesota Statutes* 358.645, Subd. 2.

Note: A remote online notary public must be physically located in this state to perform a remote online notarial act.

Term and Termination of Remote Online Authorization Registration: Unless terminated under *Minnesota statutes* 358.645, the term of registration to perform remote online notarial acts begins on the registration starting date set by the Secretary of State and continues as long as the notary public's current notary commission to perform notarial acts remains valid. A remote online notary whose registration terminates must go online at the Minnesota Secretary of State's Notary Public Website at <https://notary.sos.state.mn.us> to certify compliance with *Minnesota Statutes* 358.645, Subd. 8.

APPLICANT INFORMATION (please type or print legibly)

FIRST NAME	MIDDLE NAME OR INITIAL	LAST NAME	
RESIDENT STREET ADDRESS (PO Box must include Rural Route or Street Address)			
CITY		STATE	ZIP CODE
DATE OF BIRTH mo/day/yr:	TELEPHONE NUMBER with area code	EMAIL ADDRESS	
COUNTY OF RESIDENCE (Required)			
IS YOUR COMMISSION RECORDED IN YOUR COUNTY OF RESIDENCE?			
<p>By signing the certification statement below, you are certifying that you have filed your notary public commission in the county where you live, are in possession of proof of filing (receipt or copy) and that you can produce that proof upon request. If you have not filed with your resident county, you will need to comply with <i>Minnesota Statutes</i> sections 359.061, Subd. 1 and 357.021, Subd. 2 (12) before applying for remote online notarization authorization.</p>			
ORIGINAL COMMISSION NUMBER (Required)			
<p>I, certify that the statements in this application are true and complete and that this document has not been altered or changed in any manner from the form adopted by the Office of the Secretary of State. I certify that I have filed my notary public commission in the county where I live pursuant to <i>Minnesota Statutes</i> sections 359.061, Subd.1 and 357.021, Subd. 2 (12) before applying for remote online notarization authorization and can provide proof upon request. I further certify, I intend to use communication technology pursuant to <i>Minnesota Statutes</i> 358.645.</p>			
<p>OATH: I swear or affirm that I will support the constitution of the United States and of this state and to discharge faithfully the duties of my office to the best of my judgment and ability.</p>			
_____ Signature of Notary Applicant		_____ Date	

INSTRUCTIONS

1. To obtain the authorization to perform remote online notarizations please complete the application and certify that you have proof of the filing of your notary commission with the county and intends to use communication technology that conforms with *Minnesota Statutes*, section 358.645.
2. Mail to: Minnesota Secretary of State – Notary
Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100
St Paul MN 55103
3. Upon the acceptance of this application you will receive an email notification from the Office of the Secretary of State authorizing you to perform remote online notarizations. This filing will be recorded on your notary commission record with the Office of the Secretary of State.
4. If your commission expires, you must re-register for remote online notarization authorization with the Secretary of State.
5. The termination of a Remote Online Notarization Authorization Registration can only be done online by accessing your Notary Public Commission Record through the Minnesota Secretary of State's Notary Public Website at <https://notary.sos.state.mn.us>. There is no fee for the termination.

Note: the termination of a Remote Online Notarization Authorization Registration must be done pursuant to *Minnesota Statutes* section 358.645, Subd. 8.

6. *Minnesota Statutes*, Chapters 357, 358 and 359 (which govern notaries and notarial acts) may be downloaded from the Minnesota Legislature website at <https://www.revisor.mn.gov/> or purchased through the Minnesota Bookstore at 651-297-3000.

If you have any questions, please call 651-296-2803 (toll free at 1-877-551-6767) and press option 3 for notary assistance.

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of service.