



How to Become a Kentucky Remote Online Notary

1. Hold an existing commission as a traditional Notary Public.
2. Send us your commission certificate and we'll make your stamp.
3. Draw your notarial signature on white paper, capture cell phone picture, email to your computer & save for upload to our platform.
4. Purchase digital signature certificate - Go to through IdenTrust, [click here](#)
 - Select BUY NOW 2. Select Secured Signing then, Next
 - IGC Notaries Basic Assurance | Individual Identity | Software Storage, Next
 - Select either 1, 2 or 3 years of coverage, Next
 - Select Buy Now and complete the requested information

If you have any questions please call Support@IdenTrust.com at: 1. 888.339.8904

Once you have purchased and downloaded your certificate go to the instructions for uploading into the Secured Signing platform located on the web at: <https://player.vimeo.com/video/485737884> the first 1 minute and 30 seconds apply to your type of certificate. Once you have purchased and created a backup copy (ask IdenTrust on how to do this 1.888.339.8904 ext 2) and stored the correct icon for upload to our platform you can finish registration

5. Create a sample PDF document showing your digital certificate that includes your electronic signature and digital stamp as process through our platform.
6. Scan proof of your \$1,000 surety bond for your existing traditional Notary commission.
7. Pay the \$10 registration fee.
8. Complete the [registration form](#) and email it to the Secretary of State office along with your eSigned and stamped PDF registration form and proof of surety bond.

Please let us know if you need any assistance with the above.