

How to Become a Remote Online Notary in Illinois

This assumes that you are already a traditional notary. If you are not, [click here](#) for instructions on how to become one are at:

To successfully submit an application online, all applicants will need:

1. A valid unexpired Illinois driver's license or identification card. If you recently changed your address, please provide the address as reported to the Illinois Secretary of State even if it is different from what is printed on your driver's license or ID card.
2. An electronic copy of your Notary Public Study Course completion certificate from an approved study course provider listed here: [Electronic Notarization System Providers \(ilsos.gov\)](#)
3. An electronic copy of your completed form [1 263](#) or [1 264 \(Notary Public Bond\)](#), signed and certified by a qualified surety bond company.
 - If adding Electronic Notary to your commission, you will need:
 - An electronic copy of your electronic signature/stamp that was approved by your Electronic Notarization System Provider. Secured Signing will provide this.
 - The name of your Electronic Notarization System Provider. = Secured Signing Inc.

If you are renewing or adding Electronic Notary to an existing commission, you must have your Illinois Notary Public Commission number.

- If you have an existing active Notary Public Commission, you may not renew your Notary Public Commission earlier than 90 days before your commission expires.
- If you have 90 days or less in the term of your Notary Public Commission, you may not add Electronic Notary to an existing active Notary Public Commission until you have renewed your commission.

4. If you have questions regarding the application or process, please contact the Notary Public Division at 217-782-7017 or enotary@ilsos.gov.
5. Purchase your Digital signature certificate: <https://www.identrust.com/certificates/enotary-programs>
 - Select BUY NOW
 - 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 completed the above and purchased your IdenTrust digital certificate please let us know so a training class may be scheduled.