

## Steps to become an Online Notary Solution Provider

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

**Solution Providers must complete the Online Notary Public Training Course and pass the exam.**

Eligibility to register as an online notary solution provider:

- Register to do Business in Nebraska;
- Satisfy the educational requirements;
- Review additional requirements solution providers must meet defined in [Chapter 8 – Online Notaries Public](#).

### Step 1: Register to do business in Nebraska

#### [Nebraska Forms and Fee Information](#)

Click the link above to register to do business in Nebraska. You can complete the application to do business and submit it online through our [e-delivery portal](#) or you can mail in your completed application with the fee. If you are already registered to do business in Nebraska, please proceed to the next step.

### Step 2: Complete the approved training course

#### [Online Notary Training Course](#)

Click the link above to take the required training course. You must complete the training course prior to completing the exam and solution provider application. The course is administered through the Secretary of State's Office. Courses may be available through other agencies or companies, which may be helpful, but this is the required course to complete.

Click the link below to view the statutes and regulations for online notary. Please utilize the training video, online notary statutes, and the rules and regulations to assist you in preparing for the online notary exam.

#### [Online Notary Public Statutes](#)

#### [Online Notary Public Regulations](#)

### Step 3: Take and pass the Online Notary Exam

#### [Online Notary Exam](#)

Click the link above to take the online notary exam. You will be redirected to ClassMarker to complete the exam online. When registering with ClassMarker, you will need to enter a password that will be given to you in the training course.

Complete the exam without the assistance from others. The exam consists of 20 questions. The individual who will sign the application on behalf of the online notary solution provider must be the person to take the course and pass the exam.

**Please save a copy of your passing examination certificate as a PDF to upload when you file your application online.**

#### **Step 4: Complete the Online Notary Solution Provider Application/In-Person Electronic Notary Solution Provider Application**

1. [Complete the online notary solution provider application](#). Provide detailed written responses for all questions.
2. Email [sos.enotary@nebraska.gov](mailto:sos.enotary@nebraska.gov) the following required items:
  - [Online notary solution provider application](#)
  - Exam certificate
  - Example of the seal and signature your solution will provide specifically for Nebraska notaries

You will receive an email notifying you when your application has been processed.

#### **Step 5: Provide a demonstration of your platform**

Once your application is processed, we will reach out to the contact person on the application to schedule a demonstration. Click the link below to review our checklist when we review your demonstration. [Online Notary Solution Provider Checklist](#).

If your demonstration is approved, we will send you your approval letter. If your demonstration does not meet the requirements, you will receive a correction letter with the items that need to be amended before approval.

#### **Step 6: Approval**

Once you receive the email notifying you that your application has been approved, you may now offer your solution to Nebraska Notaries.

Please note, an electronic notary solution provider must complete the solution provider application again if they need to update our office of any changes, modifications, or updates to information previously submitted to the Secretary.

You must submit a separate application to become an electronic notary solution provider to offer those services for Nebraska notaries.

If you have any questions, please contact the Notary department at: [sos.notary@nebraska.gov](mailto:sos.notary@nebraska.gov) or (402)471-2558.