



Notary Public Commission Checklist

Below is a list of items that are typically required to become a commissioned Notary Public in any state. This list is general, so it is advised that you perform thorough research on your state's notary commission requirements.

Once an item is completed, place a check mark within the corresponding box.

- Complete your state's notary application.
 - a. Due Date _____

- Purchase a Surety Bond if required by your state. Surety Bonds can be purchased via NationalNotary.Org.
 - a. Due Date _____

- Once your notary application is accepted your state will issue you a commission number & an expiration date; you will need this information to order a Notary Stamp. Notary Stamps can be ordered from Staples.com.

It is suggested that you order both a square and small circular notary stamp. Your notarizations cannot override the text on **any** documents. Having two stamps provide you not only with a backup but also it will give you versatility in notarizing documents.

- a. Due Date: _____

- After purchasing the Surety bond, you may receive, via email, the Notarial Bond document.
 - Due Date: _____

 - a. You will need your stamp and to hire a notary to complete this document.
 - b. You are to sign as the principal and/or affiant. Stamp the document with your seal where indicated.
 - c. You will need to return your stamped Surety Bond document to your state for proof of insurance.

- You **must** learn to notarize documents according to your state's laws. Purchase & complete the *Notary Essentials Course* on the NationalNotary.org website.
 - a. Due Date _____

NOTE: Each state has different notarial laws and commission processes. Above are *generic* instructions. Do your research to ensure that you follow your state's notarial commission laws.