

Step by Step Checklist to Become a Notary Public

1. Take an approved 3/6-hour certification course
 - Date of Class:** _____
 - a. Live Scan/fingerprinting for background check
 - b. 2x2 color Passport Photo
2. Take the State Exam
 - a. Results via email in approximately three weeks from testing
 - Date of Results** _____
3. Purchase \$15k surety Bond
 - a. Bond packages available through the Academy of Notaries Public
 - b. Bond packages include: 15K Bond, Seal/Stamp, Errors and Omission Insurance and optional Journal with pad
 - i. Pricing based on the amount of E & O
4. While awaiting the Commission packet from the Secretary of State:
 - a. Verify with the County of record
 - i. File in person or by mail
 - ii. Filing fees
 - iii. Forms of payment
 - iv. Office hours/to whom to make attention if filing by mail
 - 1. Filing by mail use any form of receipt mail **not** First-Class mail
5. Once the Commission packet arrives from the Secretary of State:
 - a. Immediately mail the Voucher for the purchased Bond Package with the ORIGINAL Certificate of Authorization to Manufacture a Seal to Jim Ross, address on the Voucher [follow the steps on the Voucher]
 - b. ONLY USE FIRST-CLASS MAIL**
6. Once you receive your package from Mr. Ross, go to County to file your Oaths and Bond.
 - a. DO NOT DELAY