



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/AK/Become

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)

Step 1

I am eligible to become a Notary and am in compliance with state requirements:

- **18 years or older**
- **State resident physically residing in Alaska for at least 30 days with the intent to remain indefinitely; legal resident of the U.S.**
- **Must be able to read and write English; no felony convictions in 10 years; no commission revocation in 10 years**

Step 2

I purchased my state-required Notary seal and supplies at NationalNotary.org/AK/Become or I called 1-800-876-6827.

Step 3

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

Step 4

I have contacted the NNA at 1-800-876-6827 if I did not provide my borough at the time of my bond purchase.

Step 5

I completed my commission application online through the myAlaska portal:

<http://aws.state.ak.us/NotaryDirectory/> OR a paper application

(http://www.nationalnotary.org/file%20library/nna/applications/alaska_state_application_e.pdf)

sent to:

**Office of Lt. Governor
Notary Office
240 Main Street, Room 301
Juneau, AK 99801**

Step 6

I have received my commission certificate from the state (2-3 week turnaround).

Step 7

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: Releasing@NationalNotary.org or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.