



Kentucky Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**

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

- **18 years or older**
- **U.S. citizen or permanent legal resident**
- **Resident of Kansas or have a place of employment or practice in the county where the application is made**
- **Be able to read and write English**
- **Not be disqualified to receive a commission under KRS 423.395.**

❑ **Step 2**

I purchased my state-required Notary bond and supplies at NationalNotary.org/KY/Renew 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 printed and completed my [commission application](#) and sent it to:

Notary Commissions
P.O. Box 821
Frankfort, KY 40602-0821

❑ **Step 5**

I have received an email from the Secretary of State's office approving my application. The email includes instructions on the next steps, which involve obtaining a Notary bond and taking the Oath of Office.

❑ **Step 6**

I have forwarded my email notice to the NNA to issue my bond: Releasing@NationalNotary.org or called 1-800-876-6827. The bond will be sent via email.

❑ **Step 7**

Within 30 days, I have gone to the county clerk's office (listed in my email) taken my Oath of Office, posted my bond, and recorded my appointment date.

❑ **Step 8**

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 1-818-332-4019. Once my documents have been received, my stamp will be shipped within 3-5 business days.



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NOTE: Any [Kentucky Notary package](#) you purchase from the NNA will include your state required item: Notary bond. It's the best and most convenient way to make sure you have everything you need to renew as a Kentucky Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/KY/Renew

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