Certified Notary Signing Agent Information and Instructions

To become a NNA Certified Notary Signing Agent, you must be a commissioned Notary Public and pass a Notary Signing Agent background screening and certification exam, also required by many lenders, signing services and title companies for signing assignments.

Visit our FAQ section for additional information.

Steps for NNA Signing Agent Certification

Step 1 — Choose a Certified Notary Signing Agent Package

- You will receive an email from the NNA Training Center shortly after your purchase telling you how to access your training course (if purchased) and the NSA exam.
- A score of 80% or higher is required to pass the certification exam.
- You can begin filling out your SigningAgent.com profile (see below) after package purchase, however it will not be active until you pass your background screening.

Step 2 — Start your Background Screening

- Within 48-72 hours of your package purchase, you will receive an email from Backgrounds Online with instructions on how to begin your background screening process.
- The background screening process generally takes up to 2 weeks but can take as long as 30 days for complex records.
- The background screening is comprised of both criminal and motor vehicle records.
- Download the Background Screening Standards to learn how your background screening will be scored, and to see if you have the qualifications to pass.
- Within 48 hours of passing, your listing will be live on SigningAgent.com.

Step 3 — Complete Your Certification

- Once you successfully pass your NSA background screening AND our NSA Certification exam, you will have earned your NNA Certified and Background Screened Certification and your Certification will appear next to your listing on SigningAgent.com.
- If you also successfully complete our NSA Certification Training eLearning Course, you will earn a higher level of NSA Certification; NNA Trained, Certified and Background Screened, making you stand out above the others.

Update Your Profile on SigningAgent.com

- Log in to NationalNotary.org.
- Click on the link "My Signing Agent Profile" in the menu on the left.
- Add additional information to make your profile stand out.