



# Illinois Non-Resident Notary Commission Process

## *Step-by-Step Instructions to Renew My Notary Commission*

### ☐ **Step 1**

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

- 18 years or older
- Resident of IL or nonresident from border state, employed in IL for a minimum of 30 days
- U.S. citizen or alien lawfully admitted for permanent residence
- Must be able to read and write English
- No felony convictions
- No commission revocation or suspension in the last 10 years

### ☐ **Step 2**

I purchased my state-required course and exam, Notary seal, and supplies at [NationalNotary.org/IL/Become-NR](http://NationalNotary.org/IL/Become-NR) or I called 1-800-876-6827.

### ☐ **Step 3**

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

### ☐ **Step 4**

I have read the [Illinois Notary Public Handbook](#) and Illinois Notary Laws

### ☐ **Step 5**

I have taken my [Notary training class and passed the exam](#).

### ☐ **Step 6**

I have completed my [Illinois Non-Resident Notary Application](#). I sent my **original application/bond form, A photocopy of the front and back of my driver's license or state ID card, and my course and exam certificate of completion** to:

National Notary Association  
9350 De Soto Avenue  
Chatsworth, CA 91311

**NOTE:** My name and address **MUST** match my Illinois driver's license or state ID card, or my application will be rejected.

### ☐ **Step 7**

I have purchased a \$5,000\* surety bond through the NNA and they will complete the bond section of my Notary application.

**\*NOTE:** The application form includes a yes-or-no question about my intention to provide remote notarization services. If I choose yes, the bond amount is \$30,000.



☐ **Step 8**

I have received my commission from the Illinois Secretary of State.

☐ **Step 9**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/IL/Renew](http://www.NationalNotary.org/IL/Renew)

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