



## Illinois Non-Resident Notary Commission Renewal 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
- IL resident, or non-resident residing in IA, KY, MO, IN or WI employed in IL for at least 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/Renew-NR](http://NationalNotary.org/IL/Renew-NR) or I called 1-800-876-6827.

Note: Certain renewal applicants are exempt from the Notary training course and exam requirements. See [exemptions](#).

#### ☐ **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 purchased a \$5,000 surety bond through the NNA (\$30,000 if I will be notarizing remotely). I have completed the instructed sections on the [Illinois Non-Resident Notary Application](#) and emailed it to [applications@nationalnotary.org](mailto:applications@nationalnotary.org). The NNA will email my completed bond form back to me.

#### ☐ **Step 7**

I sent my completed application/bond form, a photocopy of my driver's license or state ID card, my course and exam certificate of completion, and filing fee to **Secretary of State Index Department, 111 E. Monroe, Springfield, IL 62756**



☐ **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.

NOTE: Any [Illinois Notary package](#) you purchase from the NNA will include all of your state required items: Notary bond, Notary stamp, and Notary journal. It's the best and most convenient way to make sure you have everything you need to renew as an Illinois Notary.

**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)