



# Illinois Notary Commission Renewal 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](http://NationalNotary.org/IL/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 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 completed my Illinois Notary application at [NationalNotary.org/ILApp](http://NationalNotary.org/ILApp) using the convenient application wizard to help me avoid mistakes. Or, I downloaded and filled out the [application provided by the state](#) and sent the **original application/bond form and ID photocopies** to:

**National Notary Association**  
9350 De Soto Avenue  
Chatsworth, CA 91311

**NOTE:** Your name and address **MUST** match your Illinois driver's license or state ID card, or your 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 your intention to provide remote notarization services. If you choose yes, the bond amount is \$30,000.*



**❑ Step 8**

I have received my commission certificate from the 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)