



# Arkansas 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 AR or adjoining state and employed in AR
- Must be able to read and write English
- No prior Notary Public commission has been revoked in the past 10 years
- No felony conviction
- I have reviewed the law concerning Notaries Public and understand the duties

### ☐ **Step 2**

I purchased my state required Notary bond and seal and supplies at [NationalNotary.org/AR/Renew](http://NationalNotary.org/AR/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 have completed the required Arkansas Notary Public exam online by answering at least 24 of the 30 questions correctly.

### ☐ **Step 5**

I searched for my current notary commission in the state's [online database](#). Once I have selected my information, I completed the renewal application and uploaded a copy of my surety bond and Certificate of Arkansas Notary Exam Completion.

### ☐ **Step 6**

I have submitted my completed application online no earlier than 60 days before my current commission expires and paid the state filing fee.

### ☐ **Step 7**

After checking my filing status on the My Notary Work Queue section of the Secretary of State's website and confirming it has been accepted, I downloaded my two Oath of Commission Certificates from the online portal.



❑ **Step 8**

I have taken my two Oath of Commission Certificates and my **original** bond form to the County Recorder of Deeds office to be recorded.

❑ **Step 9**

After recording the Oath of Commission Certificates, I returned one of the original certificates to the Secretary of State's office by mail or in person to:

Arkansas Secretary of State  
1401 W. Capitol Avenue, Suite 250  
Little Rock, AR 72201

❑ **Step 10**

I have received my Certificate of Commission and new Notary Public identification card from the Secretary of State, and I have emailed a copy of my identification card with my NNA Customer ID 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 [Arkansas Notary package](#) you purchase from the NNA will include your state required item: Notary bond, and seal. It's the best and most convenient way to make sure you have everything you need to renew as an Arkansas Notary.

**Questions? Contact our Customer Care Professionals**

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

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

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