



Alaska Notary Commission Process

Step-by-Step Instructions to Begin 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 Alaska for at least 30 days with the intent to remain indefinitely
- Legal resident of the U.S.
- Must be able to read and write English
- No felony convictions in 10 years
- Commission must not have been revoked in the last 10 years

❑ **Step 2**

I purchased my state-required Notary bond, stamp and supplies at NationalNotary.org/AK/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 completed my commission application online through the [myAlaska portal](#) and uploaded my bond and notarized oath of office. If applying by mail, complete the [paper application](#), and include all necessary documents and sent them to:

Office of Lt. Governor
Notary Office
240 Main Street, Room 301
Juneau, AK 99801

❑ **Step 5**

I have received my commission certificate from the state via email and/or mail.

❑ **Step 6**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: 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 [Alaska Notary package](#) you purchase from the NNA will include your state required items: Notary bond and stamp . It's the best and most convenient way to make sure you have everything you need to become an Alaska Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/AK/Become

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