



## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/AR/Become](http://www.NationalNotary.org/AR/Become)

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

### Step 1

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

- 18 years or older
- U.S. citizen or permanent alien; reside in AR or adjoining state and employed in AR or nonresident spouse of U.S. military member employed or operating a business in AR
- Must be able to read and write English; no commission revocation in 10 years
- No lifetime felony conviction

### Step 2

I purchased my state required Notary seal and supplies at [www.NationalNotary.org/AR/Become](http://www.NationalNotary.org/AR/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 contacted the NNA at 1-800-876-6827 if I did not provide my county at the time of my bond purchase.

### Step 5

I have registered for a FREE user account on the Arkansas Secretary of State's Notary Public webpage at <http://bcs.sos.arkansas.gov/>

### Step 6

I have completed the required Arkansas Notary Public exam by answering at least 20/25 questions correctly.

### Step 7

Once finished, I have printed the application and had it properly notarized

### Step 8

I have received my commission certificates from the state.

### Step 9

I have taken my three commission certificates and my **original** bond form to the circuit clerk of my residence county. The circuit clerk will keep one commission certificate, return one to me, and either forward the last certificate to the Secretary of State or request that I do so.

*Please note that each county is different.*

### Step 10

Within 30 days, I have signed and filed my commission with the circuit court in the county of my residence, and returned a file---marked copy back to the Secretary of State.

### Step 11

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 business days.

### Step 12

I have received my seal stamp and insurance.