



Arkansas 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
- 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- No prior Notary Public commission has been revoked in the past 10 years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 seal and supplies at NationalNotary.org/AR/Become or I called 1-800-876-6827.

☐ **Step 3**

I received the supplies that are not dependent upon my commission (e.g., journal, law primer, etc.).

☐ **Step 4**

I have read the [Arkansas Notary handbook](#), which will help me answer the questions on the Arkansas Notary Public exam.

☐ **Step 5**

I created an account on the [Arkansas Secretary of State's website](#) to take the Arkansas Notary Public exam online.

☐ **Step 6**

I have completed the required Arkansas Notary Public exam online by answering at least 24 of the 30 questions correctly.

☐ **Step 7**

I have uploaded a copy of my surety bond and Certificate of Arkansas Notary Exam Completion.

☐ **Step 8**

I have submitted my completed application online and paid the state filing fee.

☐ **Step 9**

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 10**

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 11**

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 12**

I have emailed a copy of my identification card with my NNA Customer ID 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 [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 become an Arkansas Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/AR/Become

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