Colorado 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**
- **Reside in Colorado**
- **Must be able to read/write English; be familiar with Colorado Notary law; no felony convictions; no misdemeanor involving dishonesty in five years; no Notary commission revocation**

❑ **Step 2**

Purchase my state-required Notary seal and supplies at NationalNotary.org/CO/Become or call 1-800-876-6827. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

❑ **Step 3**

Complete my state-required training. The certificate of completion is only valid for 90 days.

❑ **Step 4**

Complete my exam on the state's website: https://www.sos.state.co.us/pubs/notary/notaryTesting.html

❑ **Step 5**

Wait for an email with my new Notary ID and password for online access. Save This Information. Upon approval, print my official commission certificate.

❑ **Step 6**

The NNA receives commission information from the state on a monthly basis. If I don't get a shipment notice for my stamp within a week of receiving my certificate, I will notify the NNA.

❑ **Step 7**

Once my documents have been received, my stamp will be shipped within 3 business days.