



Hawaii 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:

- **U.S. citizen or a national or permanent resident alien of the U.S. who seeks citizenship upon becoming eligible**
- **Resident of Hawaii**
- **18 years or older**
- **Able to read, write, speak, and understand English**
- **No addictions to, dependent on, or a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, opium, cocaine, or other drugs or derivatives of a similar nature**

☐ **Step 2**

I purchased my state-required Notary bond, seal, and supplies at NationalNotary.org/HI/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 [application online](#) and submitted it with my \$20 application fee.

☐ **Step 5**

I received my application approval from the state.

☐ **Step 6**

I have taken and passed the required state exam, and paid my \$100 commission fee.

☐ **Step 7**

I emailed my notice of appointment letter and county of residence to the NNA to Releasing@NationalNotary.org or faxed it to 1-800-833-1211 to activate my bond and release my seal stamp. Once my documents have been received, my stamp will be shipped within 3-5 business days.

☐ **Step 8**

I have gotten my bond approved by the judge of the circuit court. Once approved, the office of the circuit court keeps my bond on file.

☐ **Step 9**

I have taken a copy of my commission, a sample impression of my seal stamp, and my signature to the clerk of circuit court in the county where I live and paid the filing fee.



NATIONAL
NOTARY
ASSOCIATION



Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/HI/Become

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