



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)

☐ 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
- 18 years or older
- Resident of Hawaii

☐ Step 2

I purchased my state-required Notary bond, seal and supplies at www.NationalNotary.org/HI/Become called 1-800-876-6827. Once my documents have been received, my stamp will be shipped within 3 business days.

☐ Step 3

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

☐ Step 4

I completed my application online at <http://notary.ehawaii.gov/notary/public/welcome.html> and submitted it with the application fee.

☐ Step 5

I received my application approval from the state.

☐ Step 6

I have taken and passed the required state exam.

☐ 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 in order to activate my bond and release my seal stamp.

☐ 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.

☐ Step 10

I have kept the Notary Public Program (NPP) updated with any address changes throughout my Notary commission for renewal purposes.