

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/HI/Become](http://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 seal and supplies at [www.NationalNotary.org/HI/Become](http://www.NationalNotary.org/HI/Become) or I called 1-800-876-6827. Once my documents have been received, my stamp will be shipped within 3 business days.

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

### Step 5

I have received my application approval from the state.

### Step 6

I have taken and passed the required state exam.

### Step 7

I have emailed my notice of appointment letter and county of residence to the NNA to [Releasing@NationalNotary.org](mailto: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 reported to the attorney general's office with my seal stamp, bond, letter of passing, and applicable fees to get my Notary commission certificate.

### Step 9

I have taken my Notary bond, copy of my commission, a sample impression of my seal stamp, and my signature to the clerk of circuit court for filing.

### Step 10

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