

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/IA/Become](http://www.NationalNotary.org/IA/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:

- **Be at least 18 years old**
- **IA resident; non-resident of adjoining state if place of business is in IA**
- **Must be able to read/write English**
- **No voting disqualification due to felony conviction or judged mentally incompetent**

### ❑ Step 2

Purchase NNA® Become a Notary supply package at [NationalNotary.org/IA/Become](http://NationalNotary.org/IA/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

Download commission application at: <https://sos.iowa.gov/business/pdf/applicant.pdf>

Mail completed application and fee payment to:

**Secretary of State  
Lucas Building, 1st Floor  
321 East 12th Street  
Des Moines, IA 50319**

### ❑ Step 4

Wait for the state to issue and mail the commission certificate. Please allow approximately 2-10 weeks for turnaround

### ❑ Step 5

If I ordered supplies, my stamp will be shipped within 3 business days after providing a copy of my commission certificate by email to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or by fax to 1-800-833-1211.