



## Illinois Non-Resident 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**
- **IL resident, or non-resident residing in IA, KY, MO, IN or WI employed in IL for at least 30 days**
- **U.S. citizen or alien lawfully admitted for permanent residence**
- **Must be able to read and write English**
- **No felony convictions**
- **No commission revocation or suspension in the last 10 years**

#### ❑ **Step 2**

I purchased my state-required course and exam, Notary seal, and supplies at [NationalNotary.org/IL/Become-NR](http://NationalNotary.org/IL/Become-NR) or I called 1-800-876-6827.

#### ❑ **Step 3**

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

#### ❑ **Step 4**

I have read the [Illinois Notary Public Handbook](#) and Illinois Notary Laws

#### ❑ **Step 5**

I have taken my [Notary training class and passed the exam](#).

#### ❑ **Step 6**

I have purchased a \$5,000 surety bond through the NNA (\$30,000 if I will be notarizing remotely). I have completed the instructed sections on the [Illinois Non-Resident Notary Application](#) and emailed it to [applications@nationalnotary.org](mailto:applications@nationalnotary.org). The NNA will email my completed bond form back to me.

#### ❑ **Step 7**

I sent my completed application/bond form, a photocopy of my driver's license or state ID card, my course and exam certificate of completion, and filing fee to **Secretary of State Index Department, 111 E. Monroe, Springfield, IL 62756**

#### ❑ **Step 8**

I have received my commission from the Illinois Secretary of State.

#### ❑ **Step 9**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.



NATIONAL  
NOTARY  
ASSOCIATION



**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/IL/Renew](http://www.NationalNotary.org/IL/Renew)

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