



# Kansas 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**
- **U.S. citizen**
- **Resident of Kansas or a bordering state and are employed or conducts a business in Kansas**
- **Able to read and write English**
- **No felony convictions or license revocation**

### ☐ **Step 2**

I purchased my state-required Notary bond, journal, seal, and supplies at [NationalNotary.org/KS/Become](http://NationalNotary.org/KS/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 have received my application with the bond from my bonding company and got it notarized.

### ☐ **Step 5**

I have received my seal stamp and verified that the name on my bond matches the name on my stamp.

### ☐ **Step 6**

I completed my commission application and sent it with the fee to:

Kansas Secretary of State  
Memorial Hall, 1st Floor  
120 S.W. 10th Ave  
Topeka, KS 66612

### ☐ **Step 7**

I have received my Notary Certificate from the state.

### ☐ **Step 8**

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, any remaining items in the order will be shipped or emailed within 3-5 business days.



NATIONAL  
NOTARY  
ASSOCIATION



NOTE: Any [Kansas Notary package](#) you purchase from the NNA will include your state required items: Notary bond, stamp and journal. It's the best and most convenient way to make sure you have everything you need to become a Kansas Notary.

**Questions? Contact our Customer Care Professionals**

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

Website: [www.NationalNotary.org/KS/Become](http://www.NationalNotary.org/KS/Become)

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