



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/KS/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:

- **18 years or older**
- **U.S. citizen; resident of Kansas or of a bordering state and am regularly employed in or conducts a business or profession 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 www.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 provided my county to issue my bond.

Step 5

I have received my application with the bond from my bonding company and got it notarized.

Step 6

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

Step 7

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 8

I have received my Notary Certificate from the state.

Step 9

I have emailed a copy of my commission certificate to the NNA to make my optional commission date stamp and/or activate my errors & omissions insurance to: Releasing@nationalnotary.org or via fax to 1-800-833-1211.