



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 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 received my application with the bond section completed via email from the NNA and got it notarized.

❑ Step 5

I have received my seal stamp, included in my Notary package, within 3-5 business days of purchase and have 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 in the mail from the Secretary of State.

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

Website: www.NationalNotary.org/KS/Become

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