



Kentucky 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
- Am a citizen or permanent legal resident of the United States, and a resident of or have a place of employment or practice within KY
- Read and write English
- Am of good moral character
- No felony convictions unless civil rights have been restored
- Am capable of performing duties of Notary

❑ **Step 2**

I purchased my state-required Notary seal and supplies at NationalNotary.org/KY/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 completed my [commission application](#) and sent it to:

Division of Corporations, Notary Commissions
P.O. Box 821
Frankfort, KY 40602-0821

❑ **Step 5**

I have received an email notice from the Secretary of State's office advising me to obtain a bond.

❑ **Step 6**

I have forwarded my email notice to the NNA to issue my bond: Releasing@NationalNotary.org or called 1-800-876-6827. The bond will be sent via email.

❑ **Step 7**

Within 30 days, I have gone to the county clerk's office (listed in my email) taken my oath of office, posted my bond, and recorded my appointment date.

❑ **Step 8**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: 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

Website: www.NationalNotary.org/KY/Become

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