

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)

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 www.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

http://www.nationalnotary.org/file%20library/nna/applications/kentucky_state_application_e.pdf 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) and taken my oath of office, posted my bond, and recorded my appointment date.

Step 8

I have sent a copy of my commission certificate to the NNA: Releasing@nationalnotary.org, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

Step 9

I have received my seal stamp.