

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/LA/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 or permanent legal resident or LA resident and a registered voter in my parish of residence
- Read, write and speak English
- No felony convictions unless pardoned
- High school diploma or high school equivalency diploma

❑ Step 2

30 days prior to taking the Notary exam, I have:

- Completed my application to qualify;
- Taken the notary exam pre-assessment at <http://www.sos.la.gov/NotaryAndCertifications/BecomeALouisianaNotary/Pages/default.aspx>
- Registered online for the exam and submitted my application fee.

❑ Step 3

I purchased my state-required Notary seal and supplies at www.NationalNotary.org/LA/Become or I called 1-800-876-6827. Upon purchasing, I confirmed that I successfully passed the Louisiana Notary Public exam, the spelling of my name, and indicated my parish.

❑ Step 4

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

❑ Step 5

I have executed two oaths of office forms in front of a Notary Public (not myself) or other official authorized to administer oaths.

❑ Step 6

I have filed one **original** oath of office and my Notary bond or E&O with the parish clerk of court.

❑ Step 7

I have filed the following with the Secretary of State:

- **Original** oath of office,
- Official signature page,
- **Original** or certified true copy of my bond or E&O signed by the parish clerk of court,
- State filing fee

❑ Step 8

I have emailed a copy of my commission certificate to: 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 stamp.