



Louisiana Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission for Non-Attorneys

❑ 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
- A registered voter in the parish where I am applying
- Read, write and speak English
- No felony convictions unless pardoned
- High school diploma or equivalent

❑ Step 2

I have completed my [Application to Qualify](#) on the Secretary of State's website and paid the state application fee. (*Applicants can choose to file online or by paper.*)

❑ Step 3

My Application to Qualify was approved, and I received a notification to register for the [Notary Exam Pre-Assessment](#).

❑ Step 4

I have taken my Notary Exam Pre-Assessment and have received my pre-assessment score. Now, I will be able to [register](#) for my state-required Notary Exam.

The State recommends purchasing the [Fundamentals of Louisiana Law and Practice](#) study guide to prepare for the Notary exam. (optional).

❑ Step 5

I have taken and passed the state-required Notary exam.

NOTE: The deadline to get your Application to Qualify, Notary Exam Pre-Assessment and Examination Registration completed is 30 days prior to the Notary exam.

❑ Step 6

I purchased my state-required \$10,000 surety bond or E&O insurance at [NationalNotary.org/LA/Become](#) or I called 1-800-876-6827.

❑ Step 7

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



❑ **Step 8**

I have completed and submitted two Oath of Office forms:

- **Parish Clerk of Court:** I filed one original Oath of Office along with my Notary bond or E&O insurance.
- **Secretary of State:** I submitted the second Oath of Office, which included my official signature page and either the original or a certified true copy of my bond or E&O insurance, signed by the Parish Clerk of Court.

❑ **Step 9**

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 3-5 business days.

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)