



Louisiana 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 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 before taking the Notary exam, I have:

- Completed my [application to qualify](#);
- Taken the [notary exam pre-assessment](#)
- Registered online for the exam and submitted my application fee.

❑ **Step 3**

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. 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 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 3-5 business days.

NOTE: Any [Louisiana Notary package](#) you purchase from the NNA will include your state required items: Notary bond or E&O insurance, or both. It's the best and most convenient way to make sure you have everything you need to become a Louisiana Notary.

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)



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