



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 NNA-recommended Notary seal, and my E&O or bond 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.

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)