



# Massachusetts 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:

- **Be at least 18 years old**
- **Resident of Massachusetts, or regularly conduct business in the state**
- **Read and write English**

### ❑ **Step 2**

I have purchased an NNA® Become a Notary supply package at [NationalNotary.org/MA/Become](http://NationalNotary.org/MA/Become) or called 1-800-876-6827 to place my order. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, primer, etc., as requested).

### ❑ **Step 3**

I have completed my Notary [commission application](#) and mailed it along with a copy of my up-to-date resume business card (if I have one) and mail to:

Notary Public Office  
Room 184, State House  
Boston, MA 02133

### ❑ **Step 4**

I have received my commission certificate from the Secretary of the Commonwealth with directions to get sworn in.

### ❑ **Step 5**

I have been sworn in and paid the \$60 fee.

### ❑ **Step 6**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or via fax 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](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/MA/Become](http://www.NationalNotary.org/MA/Become)

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)