



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 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 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

Website: www.NationalNotary.org/MA/Become

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