



# Minnesota 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**
- **Am a resident of MN, IA, ND, SD or WI**
- **Have not had a Notary commission revoked**

### ☐ **Step 2**

I purchased my state-required Notary seal and supplies at [NationalNotary.org/MN/Become](http://NationalNotary.org/MN/Become) or I called 1-800-876-6827.

### ☐ **Step 3**

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

### ☐ **Step 4**

I have downloaded and completed my [Notary commission application](#).

### ☐ **Step 5**

If I am mailing in my application, I have sent it (along with the \$120 fee payment) to:

Minnesota Secretary of State – Notary  
First National Bank Building  
332 Minnesota Street, Suite N201  
Saint Paul, MN 55101

### ☐ **Step 6**

My application was approved by the Secretary of State, and they have mailed my commission certificate along with instructions on where to register my commission.

### ☐ **Step 7**

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.

### ☐ **Step 8**

I have followed the instructions on my commission certificate to record my official commission and register my official signature with the appropriate county office.

NOTE: Any [Minnesota Notary package](#) you purchase from the NNA will include your state required item: Notary stamp. It's the best and most convenient way to make sure you have everything you need to become a Minnesota Notary.

#### **Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

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

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