



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/MT/Become

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

☐ Step 1

I am eligible to become a Notary and am in compliance with state requirements:

- 18 years or older
- A citizen or permanent legal resident of the United States
- A resident of or have a place of employment or practice in MT
- A spouse or legal dependent of military personnel assigned to active duty in MT
- Able to read and write English
- Not been convicted of a felony or crime involving fraud, dishonesty, or deceit within the last 10 years
- Not been found in any legal proceeding or disciplinary action within the last 10 years to have acted fraudulently, dishonestly, or deceitfully
- Not had a Notary commission or bond denied, revoked, or restricted in any state within the last 10 years

☐ Step 2

I purchased my state-required Notary seal and supplies at www.NationalNotary.org/MT/Become or I called 1-800-876-6827 and provided my county.

☐ Step 3

I have completed my 4-hour state-required training and passed the exam.

☐ Step 4

I have provided my county to the NNA so they can issue my bond.

☐ Step 5

I have taken and passed the [Montana Notary exam](#).

☐ Step 6

I have received my bond via email and taken it to a notary. They will administer my oath of office and notarize my signature. (My name and signature on the bond and application are an exact match.)

☐ Step 7

I have completed my [Notary commission application](#) online, paid my \$25 filing fee and uploaded the following:

- Training certificates of completion
- Exam certificate
- Notarized surety bond form with your oath of office

☐ Step 8

I have received my commission certificate and copy of Montana Notary Public Handbook from the state.

☐ Step 9

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.