



Montana 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**
- **A citizen or permanent legal resident of the United States**
- **A resident of or have a place of employment or practice in MT; or spouse or legal dependent of military personnel assigned to active duty in MT**
- **Able to read and write English**

Step 2

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

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.

NOTE: Any [Montana Notary package](#) you purchase from the NNA will include your state required items: Notary education, bond, stamp, journal and fee schedule. It's the best and most convenient way to make sure you have everything you need to become a Montana Notary.

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)