



North Carolina 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, or legally emancipated as defined in Article 35 of Chapter 7B of the General Statutes**
- **NC and U.S. citizen or permanent resident alien; nonresident with a regular place of work in NC**
- **Able to read, write, and speak English**
- **Have a high school diploma or equivalent**
- **Purchase and retain the most recent manual approved by the Secretary of State on Notary duties**
- **No felony conviction in 10 years**

Step 2

I purchased my state-required Notary seal and supplies at NationalNotary.org/NC/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 attended my six-hour training at a local community college and passed the state exam.

Step 5

I completed my [commission application](#) had it notarized and included the following before mailing it:

- **Included my up-to-date resume**
- **\$50 application fee**
- **Business card (If I have one)**

Step 6

I have mailed my commission application to:

Notary Public Section
Electronic Notary Public Section
P.O. Box 29626
Raleigh, NC 27626-0626

Step 7

I have received notification via email to take my oath of office.



- ❑ **Step 8**
Within 45 days, I have taken my oath of office at the local office of the Register of Deeds and picked up my commission.
- ❑ **Step 9**
I will scan and email a copy of my commission certificate to Releasing@NationalNotary.org or fax it to 1-800-833-1211 to have my Notary seal made.
- ❑ **Step 10**
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/NC/Become

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