



North Dakota 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
- Be a citizen or permanent legal resident of the U.S.
- ND resident; nonresident with a place of employment in ND or residing county bordering ND in reciprocating state
- Able to read, write and speak English

☐ **Step 2**

I purchased my state-required Notary bond, seal and supplies at NationalNotary.org/ND/Become or I called 1-800-876-6827 and have provided the NNA with my county.

☐ **Step 3**

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

☐ **Step 4**

I have received my bond and signed my [Notary Oath of Office](#) in the presence of a notary public.

☐ **Step 5**

I completed my [Notary commission application](#) online, and included my Notary Bond and Oath of Office.

****If I am an out-of-state applicant, I have included my Appointment of Agent for Notary Service of Progress, which has been notarized.**

☐ **Step 6**

I have received my certificate of authorization from the state.

☐ **Step 7**

I have emailed a copy of my commission certificate to the NNA: Releasing@NationalNotary.org, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

****Note: the state only allows three weeks from the start date on my certificate of authorization to make my notary seal stamp and return the authorization form to them.**



☐ **Step 8**

I have received my seal stamp and certificate of authorization.

☐ **Step 9**

Within three weeks, I have sent my certificate of authorization with an impression of my Notary seal stamp back to the state.

☐ **Step 10**

I have received my commission from state.

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

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/ND/Become

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