

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)

Step 1

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

- 18 years or older, or legally emancipated
- 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
- Not be disqualified to receive a commission under NDCC 44-06.1-21(1)

Step 2

I purchased my state-required Notary seal and supplies at www.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.

Step 5

I completed my commission application online at <https://firststop.sos.nd.gov/forms/new/594> and sent the **original** to:

**Secretary of State
State of North Dakota
600 E. Boulevard Avenue, Dept. 108
Bismarck, ND 58505-0500**

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 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.