

Nebraska Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/NE/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:

- **19 years or older**
- **NE resident; nonresident with a place of employment in NE**
- **Able to read and write English**
- **Not have been convicted of a felony or a crime involving fraud or dishonesty within the previous five years**

❑ Step 2

I purchased my state-required Notary seal and supplies at www.NationalNotary.org/NE/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 have requested the take-home test from the Secretary of State's office *If I do not pass the first two tests, I must wait six months before requesting the third and final exam. If I do not pass the third test, I will not be eligible to become a Notary.*

❑ Step 6

Upon passing the test, I completed my commission application <http://www.sos.ne.gov/business/notary/pdf/Notary-initial-application.pdf> and sent it, along with my bond and commission fee, to:

Notary Division
P.O. Box 95104
Lincoln, NE 68509-5104

❑ Step 7

I have received my commission certificate from the state.

❑ Step 8

I have emailed a copy of my certificate to Releasing@NationalNotary.org, or faxed it to 1-800-833-1211.

❑ Step 9

Once my documents have been received by the NNA, they will ship my stamp within 3 business days.