New Hampshire 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**
- **NH resident or of an abutting state who is a Notary in that state and carries on a trade, business or practice in New Hampshire**
- **Read, write, and understand English**
- **Am endorsed by two NH Notaries and one registered voter**
- **Certain convictions may be disqualifying**

❑ **Step 2**
I purchased my state-required Notary seal and supplies at NationalNotary.org/NH/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 completed my commission application and notarized "Criminal Record Release Authorization form" and sent it to:

Secretary of State
State House, Room 204
107 North Main Street
Concord, NH 03301

❑ **Step 5**
I have received my commission, oath of office, and Notary Public Manual state.

❑ **Step 6**
I have had my oath of office and commission notarized by two Notaries or two Justices of the Peace, or one of each.

❑ **Step 7**
I have sent my oath of office to the Secretary of State.

❑ **Step 8**
I have received my Commission Certificate for Notary Public from the state.

❑ **Step 9**
I have emailed a copy of my commission certificate to the NNA: Releasing@NationalNotary.org, or faxed to 1-818-332-4019. Once my documents have been received, my stamp will be shipped within 3-5 business days.

NATIONAL NOTARY ASSOCIATION

NOTE: Any New Hampshire Notary package you purchase from the NNA will include your state required item: Notary stamp. It's the best and most convenient way to make sure you have everything you need to become a New Hampshire Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org
Website: www.NationalNotary.org/NH/Become
Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)