

Questions? Contact our Customer Care Professionals:

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

- **Be at least 18 years old**
- **NJ resident; non-resident of adjoining state if employed in NJ**
- **No convictions for crime of dishonesty, or crime of first or second degree**

❑ Step 2

Purchase NNA® Become a Notary supply package at NationalNotary.org/NJ/Become or call 1-800-876-6827. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc. as requested).

❑ Step 3

Complete commission application online at <https://www.njportal.com/DOR/Notary>

❑ Step 4

State issues my commission (approximately 2-10 weeks of turnaround).

❑ Step 5

I will scan and email a copy of my commission certificate to Releasing@NationalNotary.org or fax to 1-800-833-1211. Include my NNA Customer ID. Once my documents have been received, my stamp will be shipped within 3 business days.

❑ Step 6

Record my commission with the county clerk within 90 days of receipt of commission certificate.