



# New Mexico 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
- Resident of New Mexico or employed in the state
- I am able to read and write English
- I have not been convicted of a felony or crime involving fraud, dishonesty, or deceit in the last five years
- I have not had a Notary Public commission denied, suspended, or revoked in another state
- I have not been disqualified to receive a commission under Section 22 of the Revised Uniform Law on Notarial Acts [14-14A-22 NMSA 1978].

### ❑ **Step 2**

I purchased my state-required Notary bond, journal, seal, and supplies at [NationalNotary.org/NM/Become](http://NationalNotary.org/NM/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 have completed the state-required training and passed the exam.

### ❑ **Step 5**

I have received my Notary bond from the NNA.

### ❑ **Step 6**

I have completed my [Notary commission application](#) online and submitted it with the following:

- A PDF copy of the Certificate of Notary Education Course and Exam Completion
- A PDF copy of a signed and notarized Oath of Office, which was administered by a current New Mexico Notarial Officer.
- A PDF copy of my notarized Surety Bond in the amount of \$10,000
- State Filing fee

### ❑ **Step 7**

Once approved, the state issued the Certificate of Commission or Notice of Approval. I have emailed a copy of one of these documents to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or via fax to 1-818-332-4019. After my document was received, my stamp was shipped within 3-5 business days.



❑ **Step 8**

Within 45 days of my application being approved, I have provided a PDF of my official Notary stamp on the Secretary of State's [online filing portal](#).

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

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/NM/Become](http://www.NationalNotary.org/NM/Become)

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