



Oklahoma 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;**
- **Am a citizen or permanent legal resident of the United States, and a resident of Oklahoma or a nonresident employed in the state;**
- **Ability to read and write in English;**
- **I have not been convicted of a felony or a crime involving fraud dishonesty, or deceit.**

❑ **Step 2**

I purchased my state required Notary seal and supplies at NationalNotary.org/OK/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 my [application online](#) and paid my \$25 fee to the Secretary of State.

❑ **Step 5**

Upon approval of my application, the state will send me a copy of my commission certificate, a Notary Guide, and a blank surety bond form.

❑ **Step 6**

I have received my commission certificate from the state. I have scanned and emailed a copy of my commission certificate to Releasing@NationalNotary.org or faxed it to 1-800-833-1211 to have my Notary seal made. Once my documents have been received, my stamp will be shipped within 3-5 business days.

❑ **Step 7**

I have taken my bond form and stamp to a current Oklahoma Notary. They have administered my loyalty oath, my oath of office, watched me add my official signature and seal impression, and completed all three of the required notarizations.

❑ **Step 8**

I have completed my bond form and sent it to the Secretary of State along with my \$10 filing fee.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/OK/Become

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