

Oklahoma Notary Commission Process

Step-by-Step Instructions to Become a Notary

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)

❑ Step 1

I am eligible to become a Notary and am in compliance with state requirements:

- **18 years or older;**
- **Resident of Oklahoma or a non resident employed in the state;**
- **I have not been convicted of a felony;**
- **Able to read and write English.**

❑ Step 2

I purchased my state required Notary bond, seal and supplies at www.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 at <https://www.sos.ok.gov/notary/filing/default.aspx> and paid the registration fees.

❑ Step 5

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

❑ Step 6

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

❑ Step 7

I have filed my surety bond, oath of office, loyalty oath, official signature, and impression of my official Notary seal with the Secretary of State within 60 days of my commission being issued to me.