

# Oklahoma Notary Commission Process

Step-by-Step Instructions to Become a Notary

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/OK/Become](http://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;**
- **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 bond, seal and supplies at [www.NationalNotary.org/OK/Become](http://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](mailto: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.