

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/SD/Become](http://www.NationalNotary.org/SD/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**
- **A SD resident, or nonresident if from county bordering SD and working in state**
- **No felony convictions**

### Step 2

I purchased my state required Notary seal and supplies at [www.NationalNotary.org/SD/Become](http://www.NationalNotary.org/SD/Become) or I called 1-800-876-6827 and provided my county.

### Step 3

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.), including my seal stamp.

### Step 4

I have received my bond and application.

### Step 5

I completed my commission application and sent it to:

**Office of the Secretary of State  
Notary Public Division  
500 East Capitol Avenue  
Pierre, SD 57501**

### Step 6

I have received my commission certificate from the state.

### Step 7

I have emailed a copy of my commission certificate to the NNA if I purchased Errors & Omissions Insurance: [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.