South Dakota Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | **Website:** 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 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 Notary commission application and sent it with my $30 commission fee 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, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

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