Tennessee 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;**
- **Resident of Tennessee or a non resident with a principal place of business in the state;**
- **U.S. citizen or legal permanent resident alien;**
- **Read and write English;**
- **No conviction of bribery, larceny, or certain other offenses unless restored to citizenship;**
- **No unpaid judgements to the U.S., state or county; not a defaulter to TN treasury;**
- **Not a member of the U.S. military or holder of office for other state or federal government.**

❑ **Step 2**

I purchased my state-required Notary bond, seal and supplies at NationalNotary.org/TN/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 contacted the NNA at 1-800-876-6827 if I did not provide my county at the time of my purchase. (This information is required to execute my bond.)

❑ **Step 5**

I have picked up an application from my county clerk's office. (To find your local county clerk's office, visit the Tennessee County Clerk website). The application and procedures vary from county to county:

- For Anderson, Benton, Bledsoe, Fentress, Cheatham, Claiborne, Crockett, De Kalb, Hamblen, Hardin, Hickman, Humphreys, Lawrence, Macon, Marion, Marshall, Maury, Monroe, Montgomery, Moore, Morgan, Putnam, Rhea, Smith, Stewart, Sullivan, Sumner, Tipton, Unicoi, Washington, Wayne, and Weakley counties: We'll email you as soon as your bond is ready. Bring your bond and application to the county clerk's office to take your oath of office and pay your fees.
- For Fayette, Greene, Hamilton, Henderson, Henry, Houston, Knox, Loudon, Roane, Sevier, and Williamson counties: Once your application is approved, contact NNA Customer Care at 1-800-876-6827 to activate your bond. We'll email you as soon as your bond is ready. You will then take the bond to the county clerk's office to take your oath of office.
- For all other counties: Once your application is approved, you will receive a commission letter. Email your commission letter to Releasing@NationalNotary.org or fax it to 1-818-332-4019 to activate your bond. You will then take the bond to the county clerk's office to take your oath of office.

- **Step 6**
  After I take my oath and my bond has been posted, the County Clerk will deliver my Notary commission.

- **Step 7**
  I have emailed a copy of my commission certificate to Customer Care at Releasing@NationalNotary.org or sent via fax (with a cover sheet that includes my Customer ID) to 1-818-332-4019. Once my documents have been received, my stamp will be shipped within 3-5 business days.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org
Website: www.NationalNotary.org/TN/Become
Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)