

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/UT/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 UT resident for at least 30 days, or nonresident with permanent resident status**
- **Able to read and write English**
- **Endorsed by two Utah residents over 18**

Step 2

I purchased my state-required Notary seal and supplies at www.NationalNotary.org/UT/Become or I called 1-800-876-6827.

Step 3

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

Step 4

I have taken and passed the mandatory state exam on the state's website:

https://secure.utah.gov/account/login.html?returnToUrl=https%3A%2F%2Fsecure.utah.gov%2Fnotary%2Fuui_authentication.

Step 5

I have contacted the NNA to let them know I have passed my exam, and provided the county I live in to activate my bond to Releasing@NationalNotary.org or call 1-800-876-6827

Step 6

I have received my bond via email

Step 7

I have completed my background check.

Step 8

I downloaded and completed my commission application and sent it to:

Utah State Capitol
Notary Office, Suite 220
P.O. Box 142325
Salt Lake City, UT 84114

Step 9

I have received my Notarized Commission Certificate from the state.

Step 10

I have emailed a **copy** of my Notarized Commission Certificate, including the top portion with the oath 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 11

I have received my stamp.