



# **Utah 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
- U.S. citizen or permanent resident
- A UT resident for at least 30 days, or non-residents if employed in UT for at least 30 days.
- Able to read, write, and understand English
- Endorsed by two Utah residents over 18
- No disqualifying offenses or license revocations

## □ Step 2

I purchased my state-required Notary bond, stamp and supplies at <u>NationalNotary.org/UT/Become</u> 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 studied for the UT notary exam using the <u>study guide</u> and other important links found <u>here</u>.

## □ Step 5

I have created an account on the state's <u>website</u> to take, pay for, and pass the mandatory state exam.

### □ Step 6

After, completing my exam online, the state's website redirected me to take the mandatory background screening.

Please note: You will not be notified when your background check has been processed so please continue with the notary application process without the results.

## □ Step 7

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 <u>Releasing@NationalNotary.org</u> or call 1-800-876-6827.

### □ Step 8

I have received my bond and oath of office via email.





# □ Step 9

To complete my application, I uploaded my oath of office and bond form to my online account.

# **Given Step 10**

I have received my Commission Certificate from the state via email.

## **Given Step 11**

I have emailed a copy of my Notarized Commission Certificate, including the top portion with the oath to the NNA: <u>Releasing@NationalNotary.org</u>, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

NOTE: Any <u>Utah Notary package</u> you purchase from the NNA will include your state required items: Notary Bond, stamp and fee schedule. It's the best and most convenient way to make sure you have everything you need to become a Utah Notary.

## **Questions? Contact our Customer Care Professionals**

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