



## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/UT/Become](http://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 non-residents OK if employed in UT for at least 30 days.**
- **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](http://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 created an account to take and pass the mandatory state exam on the state's website: <https://secure.utah.gov/account/log-in.html>.

### ☐ 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](mailto: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

To complete my application, I uploaded my oath of office and bond form to my online account: <https://secure.utah.gov/account/log-in.html>.

### ☐ 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](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.

### ☐ Step 11

I have received my stamp.