



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/VA/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;**
- **Legal resident of the U.S.;**
- **Resident of Virginia or employed in the state (non residents' Notary services must be connected with employment);**
- **Read and write English;**
- **No felony conviction in any state unless rights restored.**

Step 2

I purchased my state-required Notary seal and supplies at www.NationalNotary.org/VA/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 printed and completed my Notary application using the application wizard on the Virginia Secretary of the Commonwealth website at <https://commonwealth.virginia.gov/official-documents/notary-commissions/notary-application-process/>. I have had my signature on Part 3 of the application notarized.

Step 5

I have mailed the completed, notarized application and payment receipt (or application fee if I did not pay online) to:

Office of the Secretary of the Commonwealth
Notary Public Division
P.O. Box 1795
Richmond, VA 23218-1795

Step 6

Upon approval, my commission certificate will be sent to the Circuit Court clerk and myself.

Step 7

I have contacted the circuit court and made arrangements to take my oath and pay the recording fee within 60 days of the commission issue date.

Step 8

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 1-800-833-1211. Once received, the NNA will manufacture my seal according to the information on the certificate and will ship it to me within two business days.