



Virginia 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;
- 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 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](http://VirginiaSecretaryoftheCommonwealthwebsite). 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 scanned and emailed a copy of my commission certificate to Releasing@NationalNotary.org or faxed it to 1-800-833-1211 to have my Notary seal made. Once my documents have been received, my stamp will be shipped within 3-5 business days.



NATIONAL
NOTARY
ASSOCIATION



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)