

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 a nonresidents employed in Virginia**
- **Read and write English**
- **No felony conviction in any state unless civil rights have been restored.**

❑ **Step 2**

I purchased my state-required Notary seal, journal, 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 created an account in the Notary Management Accounts System, answered the interview questions, and printed the PDF application generated at the end of the online application. I also had the option to pay my $45 application fee online.

❑ **Step 5**

I had my signature properly notarized by a Virginia Notary on Part 3 of my printed application. This had to be done before mailing my application to the Secretary of the Commonwealth for processing.

❑ **Step 6**

I have mailed the completed, notarized application and application fee payment receipt to:

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

❑ **Step 7**

I have received an approval notice by mail from the state stating that my Notary application was approved and that my commission certificate was sent to the Circuit Court clerk.

❑ **Step 8**

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

NATIONAL NOTARY ASSOCIATION



❑ **Step 9**

I have scanned and emailed a copy of my commission certificate to Releasing@NationalNotary.org or faxed it to 1-818-332-4019 to have my Notary seal made. Once my documents have been received, my seal will be shipped.

NOTE: Any Virginia Notary package you purchase from the NNA will include your state-required items: a Notary seal and journal. It's the easiest and most convenient way to make sure you have everything you need to become a Virginia Notary.

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)