

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/VT/Become](http://www.NationalNotary.org/VT/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 VT resident, or have a place of employment or practice in VT**
- **Be a citizen or permanent legal resident of the U.S.**

### Step 2

I purchased my Notary seal and supplies at [www.NationalNotary.org/VT/Become](http://www.NationalNotary.org/VT/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 completed the required exam.

### Step 5

I have completed and signed my Oath of Office form and had it notarized.

### Step 6

I have completed my application online at <https://sos.vermont.gov/notaries-public/forms-instructions/> and paid the non-refundable application fee.

### Step 7

I have received my commission certificate from the state.

### Step 8

I have emailed a copy of my commission certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org), or faxed it to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

### Step 9

I have received my stamp.