



Vermont 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**
- **A VT resident, or have a place of employment or practice in VT**
- **A citizen or permanent legal resident of the U.S.**
- **Not be disqualified by law**

❑ **Step 2**

I purchased my recommended notary supplies at 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 [Oath of Office form](#) and had it notarized by a Notary Public. After having it Notarized, I scanned and saved the form to my computer. I will upload a copy of the form when I complete my Notary application online.

❑ **Step 5**

I created an account on the Vermont's Secretary of State's Office of Professional Regulation (OPR) [website](#) .

❑ **Step 6**

I downloaded the Vermont State Jurisprudence Exam during the online Notary application process. I will be asked to scan and upload the Notary Public State Examination Answer Sheet during the online application process.

❑ **Step 7**

I have completed my [Notary commission application](#) online, uploaded the Oath of Office form and the Notary Public State Examination Answer Sheet, and paid the non-refundable application fee.

❑ **Step 8**

I have been notified by email from the OPR that my Notary application was approved. I have downloaded and printed my commission certificate through OPR's [website](#).



❑ **Step 9**

If I purchased a stamp, I have emailed a copy of my commission certificate to Releasing@NationalNotary.org, or faxed it to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

The NNA is a national provider of Notary supplies, training, bonds, and insurance. Your Vermont Notary commission is issued through the Secretary of State's Office of Professional Regulation.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/VT/Become

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)