



## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/WI/Become](http://www.NationalNotary.org/WI/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;**
- **Permanent U.S. resident;**
- **Minimum 8th-grade education;**
- **Familiar with the duties and responsibilities of a Notary as demonstrated via the online tutorial;**
- **No felony or misdemeanor convictions that involve public trust unless pardoned.**

### ☐ Step 2

I purchased my state-required Notary bond, seal and supplies at [www.NationalNotary.org/WI/Become](http://www.NationalNotary.org/WI/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.). Once my documents have been received, my stamp will be shipped within 3 business days. I must receive my seal stamp **BEFORE** submitting my application.

### ☐ Step 4

I have contacted the NNA at 1-800-876-6827 if I did not provide my county at the time of my purchase. (This information is required to execute my bond.)

### ☐ Step 5

Within two business days, the NNA has sent me my bond.

### ☐ Step 6

I have passed the Wisconsin Notary Public tutorial (<https://dfi.wi.gov/apps/NotaryTutorialExam/TableOfContents.aspx>) and have printed my completion certificate.

### ☐ Step 7

I have filled out my application online at <https://dfi.wi.gov/Documents/ConsumerServices/NotaryPublic/Forms/NOT100.pdf>

### ☐ Step 8

I have had a Notary administer the oath of office form.

### ☐ Step 9

I have mailed my application, bond form, oath of office form, completion certificate and filing fee to:

Notary Records Section  
Wisconsin Department of Financial Institutions  
P.O. Box 7847  
Madison, WI 53707-7847

☐ **Step 10**

I have received my commission certificate from the state within two to ten weeks.

☐ **Step 11**

If I purchased E&O Insurance, I have activated it by emailing a copy of my commission certificate to the NNA at [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or faxing it to 1-800-833-1211.