

Alaska Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/AK/Renew

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

❑ Step 1

I am eligible to renew my Notary commission and am in compliance with state requirements:

- **18 years or older**
- **State resident physically residing in Alaska for at least 30 days with the intent to remain indefinitely; legal resident of the U.S.**
- **Must be able to read and write English; no felony convictions in 10 years; no commission revocation in 10 years**

❑ Step 2

I purchased my state-required Notary seal and supplies at www.NationalNotary.org/AK/Become or 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 received my bond via email to submit with my application.

❑ Step 5

I have completed my commission application (<https://ltgov.alaska.gov/notaries-public/commission-applications/regular-notary-commission/>)

❑ Step 6

Wait for the state to issue and mail my commission certificate, approximately 2-3 weeks after submitting my application.

❑ Step 7

I will scan and email a copy of my commission certificate to Releasing@NationalNotary.org or fax it to 1-800-833-1211 to have my notary stamp made. Once my documents have been received, my stamp will ship within 3 business days.