



# Alaska Notary Commission Process

## *Step-by-Step Instructions to Renew My Notary Commission*

### ☐ **Step 1**

I am eligible to renew as a Notary and am in compliance with state requirements:

- 18 years or older
- Resident of 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
- Commission must not have been revoked in the last 10 years

### ☐ **Step 2**

I purchased my state-required Notary bond and supplies at [NationalNotary.org/AK/Renew](https://NationalNotary.org/AK/Renew) 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 completed my commission application online through the [myAlaska portal](#) and uploaded my bond and notarized oath of office. If applying by mail, complete the [paper application](#), and include all necessary documents and sent them to:

Office of Lt. Governor  
Notary Office  
240 Main Street, Room 301  
Juneau, AK 99801

### ☐ **Step 5**

I have received my commission certificate from the state via email and/or mail (4-week turnaround).

### ☐ **Step 6**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

NOTE: Any [Alaska Notary package](#) you purchase from the NNA will include your state required items: Notary bond and stamp. It's the best and most convenient way to make sure you have everything you need to renew as an Alaska Notary.

#### Questions? Contact our Customer Care Professionals

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/AK/Renew](https://www.NationalNotary.org/AK/Renew)

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