

Questions? Contact our Customer Care Professionals:

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

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:

- **A legal resident of Arkansas OR a resident of a state that borders Arkansas, but is employed in Arkansas or a non-resident spouse of a U.S. military member employed or operating a business in Arkansas**
- **A United States citizen or permanent resident alien**
- **At least eighteen (18) years of age**
- **Able to read and write English**
- **A prior notary public commission has not been revoked in the past ten (10) years**
- **Have not been convicted of a felony**
- **I have reviewed the law concerning Notaries Public and understand the duties**

Step 2

I purchased my state-required Notary bond, seal, and supplies at

www.NationalNotary.org/AR/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, etc.).

Step 4

I have contacted the NNA® at 1-800-876-6827 if I did not provide my county at the time of my bond purchase. The NNA will mail my bond to me.

Step 5

I have registered for a FREE user account on the Arkansas Secretary of State's Notary Public webpage at <http://bcs.sos.arkansas.gov/>.

Step 6

I have completed the required Arkansas Notary Public exam by answering at least 20/25 questions correctly.

Step 7

I have then searched for my current notary commission in the state's online database. Once I have selected my information, I have completed the renewal application, making any necessary updates.

Step 8

Once finished, I have printed the application and had it properly notarized.

Step 9

No earlier than 30 days prior to my current commission expiration, I have mailed (or submitted in person) the original, notarized application, a copy of the surety bond, and a \$20 application fee to:

Arkansas Secretary of State
1401 W. Capitol Avenue, Suite 250
Little Rock, AR 72201

Step 10

I have received my commission certificates from the state.

Step 11

I have taken my three commission certificates and my original bond form to the Recorder of Deeds in my county of commission. The Recorder of Deeds will swear my oath of office and sign all three certificates. The Recorder will keep one certificate and my original bond, return one to me, and will either forward the last certificate to the Secretary of State or request that I do so.

Please note that each county is different.

Step 12

When my certificate has been processed by the Secretary of State, they will send me my new Notary Public identification card.

Step 13

I have emailed a copy of my identification card with my NNA Customer ID to:

Releasing@NationalNotary.org or via fax to 1-800-833-1211.

Step 14

Once my documents have been received, my stamp will be shipped within 3 business days.