



Arizona Notary Commission Renewal 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 AZ
- Citizen or legal permanent resident of the U.S.
- Must be able to read and write English
- Not be convicted of a felony unless civil right has been restored

☐ **Step 2**

I purchased my state required Notary seal and supplies at [NationalNotary.org/AZ/Renew](https://www.NationalNotary.org/AZ/Renew) or called 1-800-876-6827.

☐ **Step 3**

I have received my \$5,000 bond, and had it notarized.

☐ **Step 4**

I completed my application online at [Secretary of State's website](https://www.SecretaryofState.gov), printed and signed it, and submitted it with my notarized bond and filing fee to the Secretary of State.

☐ **Step 5**

I have received my supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

☐ **Step 6**

I have received my commission certificate from the state and have checked my name, county of residence and commission dates are correct to ensure my stamp is made accurately.

☐ **Step 7**

I have emailed a copy of my commission certificate with my NNA Customer ID number to: Releasing@NationalNotary.org or via fax to 1-800-833-1211.

☐ **Step 8**

Once my documents have been received, my stamp will be shipped within 3-5 business days.

NOTE: Any [Arizona Notary package](https://www.NationalNotary.org/AZ/Renew) you purchase from the NNA will include all of your state required items: Notary bond, Notary stamp and Notary Journal. It's the best and most convenient way to make sure you have everything you need to renew as an Arizona Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/AZ/Renew

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