



# Arizona Notary Commission Renewal Process

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

### ☐ **Step 1**

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

- 18 years or older
- Resident of AZ for tax purposes or 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](http://NationalNotary.org/AZ/Renew) or I 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](http://Secretary of State's website), printed and signed it, and submitted it with my notarized bond and a \$43 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](mailto: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.

#### **Questions? Contact our Customer Care Professionals**

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

Website: [www.NationalNotary.org/AZ/Renew](http://www.NationalNotary.org/AZ/Renew)

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