



# Colorado 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:

- **Be 18 years or older**
- **Reside in Colorado**
- **Must be able to read/write English**
- **No felony convictions or misdemeanor involving dishonesty in five years**
- **No Notary commission revocation**

### ☐ **Step 2**

I purchased my state-required Notary seal and supplies at [NationalNotary.org/CO/Renew](https://NationalNotary.org/CO/Renew) or call 1-800-876-6827. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

### ☐ **Step 3**

I completed my state-required training. The certificate of completion is only valid for 90 days.

### ☐ **Step 4**

I have created an account and completed my state-required exam on the Secretary of State's [website](#).

### ☐ **Step 5**

I downloaded the Affirmation form [here](#) and had it notarized by a current Notary with commission issued by the State of Colorado.

### ☐ **Step 6**

I have submitted my Notary application, along with the following:

- **A copy of my ID card**
- **A state filing fee**
- **My course and exam certificates**
- **The original notarized affirmation**

### ☐ **Step 7**

I received an email with my official commission certificate and my new Notary ID and password for online access.

### ☐ **Step 8**

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 9**

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



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

**Questions? Contact our Customer Care Professionals**

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

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

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