

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/CO/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:

- **18 years or older**
- **Reside in Colorado**
- **Must be able to read/write English; be familiar with Colorado Notary law; no felony convictions; no misdemeanor involving dishonesty in five years; no Notary commission revocation**

❑ Step 2

Purchase my state-required Notary seal and supplies at 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

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

❑ Step 4

Complete my exam on the state's website: <https://www.sos.state.co.us/pubs/notary/notaryTesting.html>

❑ Step 5

Follow the instructions and submit the required documents on the Secretary of State's website: <http://www.sos.state.co.us/pubs/notary/home.html>.

❑ Step 6

The NNA receives commission information from the state on a monthly basis. For immediate service, scan and email a copy of my commission certificate to Releasing@NationalNotary.org or fax to 1-800-833-1211. Please include my NNA customer number.

❑ Step 7

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