



# Hawaii Notary Commission 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:

- **U.S. citizen or a national or permanent resident alien of the U.S. who seeks citizenship upon becoming eligible**
- **Resident of Hawaii**
- **18 years or older**
- **Able to read, write, speak, and understand English**
- **No addictions to, dependent on, or a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, opium, cocaine, or other drugs or derivatives of a similar nature**

### ☐ **Step 2**

I purchased my state-required Notary bond, seal, and supplies at [NationalNotary.org/HI/Renew](http://NationalNotary.org/HI/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, law primer, etc.).

### ☐ **Step 4**

I completed my [commission application](#) and paid the renewal fee. (Do not submit an online application if you have already submitted a paper form to the Notary Public Office.)

### ☐ **Step 5**

I received my application approval from the state.

### ☐ **Step 6**

I emailed my notification of renewal letter and county of residence to the NNA to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or faxed it to 1-800-833-1211 to activate my bond and release my seal stamp. Once my documents have been received, my stamp will be shipped within 3-5 business days.

### ☐ **Step 7**

The Notary Public Program (NPP) has mailed me a letter informing me to pick up my commission papers (Oahu Notaries only; the NPP will mail neighbor island Notaries their commission packets.)

### ☐ **Step 8**

I have taken my Notary bond, copy of my commission, a sample impression of my seal stamp, and my signature to the clerk of circuit court for filing.



NATIONAL  
NOTARY  
ASSOCIATION



❑ **Step 9**

I have kept the NPP updated with any address changes throughout my Notary commission for renewal purposes.

**Questions? Contact our Customer Care Professionals**

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

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

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