

## 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)

### 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**
- **18 years or older**
- **Resident of Hawaii**

### Step 2

I purchased my state-required Notary seal and supplies at [www.NationalNotary.org/HI/Renew](http://www.NationalNotary.org/HI/Renew) or I called 1-800-876-6827. Once my documents have been received, my stamp will be shipped within 3 business days.

### 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 at <http://notary.ehawaii.gov/notary/public/welcome.html> 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 have received my application approval from the state.

### Step 6

I have emailed a copy of my notification of renewal letter to the NNA to [Releasing@nationalnotary.org](mailto:Releasing@nationalnotary.org) or faxed it to 1-800-833-1211 to release my bond and stamp.

### 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.

### Step 9

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