

Questions? Contact our Customer Care Professionals:

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

- Be at least 18 years old
- IA resident; non-resident of adjoining state if place of business is in IA
- Must be able to read/write English
- No voting disqualification due to felony conviction or judged mentally incompetent

❑ Step 2

Purchase NNA® Become a Notary supply package at NationalNotary.org/IA/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

Order a renewal application from the Secretary of State's site here:

<https://sos.iowa.gov/notaries/renewal/form.aspx>

❑ Step 4

Mail completed application and fee payment to:

**Secretary of State
Lucas Building, 1st Floor
321 East 12th Street
Des Moines, IA 50319**

❑ Step 5

If filing electronically directly through the state's site, start here:

<https://sos.iowa.gov/file/notaryrenewal/login.aspx>

❑ Step 6

Wait for the state to issue and mail the commission certificate. Allow approximately 2-10 weeks for turnaround.

❑ Step 7

To receive my stamp, scan and email a copy of my commission certificate to

Releasing@NationalNotary.org or fax to 1-800-833-1211. Include my NNA customer number. Once my documents have been received, my stamp will be shipped within 3 business days.