



Iowa 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 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

I purchased my state-required Notary stamp and supplies 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

I have completed my online [application](#).

Note: instructions on how to file can be found [here](#).

☐ Step 4

The state issued and mailed my commission certificate.

☐ Step 5

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: Releasing@NationalNotary.org or fax to 1-800-833-1211. Once my documents were received, my stamp was shipped within 3-5 business days.

NOTE: Any [Iowa Notary package](#) you purchase from the NNA will include your state required item: Notary stamp. It's the best and most convenient way to make sure you have everything you need to renew as an Iowa Notary.

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)