



# Illinois Notary Commission Renewal 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:

- 18 years or older
- IL resident, or non-resident residing in IA, KY, MO, IN or WI employed in IL for at least 30 days.
- U.S. citizen or alien lawfully admitted for permanent residence
- Must be able to read and write English
- No felony convictions
- No commission revocation or suspension in the last 10 years

### ❑ Step 2

I purchased my state-required course and exam, Notary seal, and supplies at [NationalNotary.org/IL/Renew](http://NationalNotary.org/IL/Renew) or I called 1-800-876-6827.

Note: Certain renewal applicants are exempt from the Notary training course and exam requirements. See [exemptions](#).

### ❑ Step 3

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

### ❑ Step 4

I have read the [Illinois Notary Public Handbook](#) and Illinois Notary Laws

### ❑ Step 5

I have taken my [Notary training class and passed the exam](#).

### ❑ Step 6

I have purchased a \$5,000 surety bond through the NNA (\$30,000 if I will be notarizing remotely). I have completed the instructed sections on the [bond form](#) and emailed it to [applications@nationalnotary.org](mailto:applications@nationalnotary.org). The NNA will email my completed bond form back to me.

### ❑ Step 7

I completed my Illinois Notary application on the [Secretary of States website](#), I have uploaded my completed bond form and paid my filing fee.

Note: If I am experiencing a qualifying hardship, I can print and fill out [my application](#), including the hardship exemption on page two. Qualifying hardships include:

- I have no reasonable private access to the internet.
- I have a valid and unexpired IL issued driver's license or ID card, and I have attempted to apply for an application online but have been unable to complete and file it online.



**Step 8**

I have received my commission certificate from the state.

**Step 9**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

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

**Questions? Contact our Customer Care Professionals**

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

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

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