



Questions? Contact our Customer Care Professionals:

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

- **18 years or older**
- **Resident of IL or nonresident from border state, employed in IL for a minimum of 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 Notary seal and supplies at www.NationalNotary.org/IL/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

http://www.nationalnotary.org/File%20Library/NNA/Applications/Illinois_State_Application_E.pdf

and sent the **original** to:

**National Notary Association
9350 De Soto Avenue
Chatsworth, CA 91311**

❑ Step 5

I have received notification from the county clerk to appear within 30 days to receive and record my commission.

❑ Step 6

I have received and recorded my commission with the county clerk and paid my fee.

❑ Step 7

I have received my seal stamp and insurance. If not, I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: Releasing@NationalNotary.org or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.