



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 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. 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](#), uploaded my completed bond form, and paid my filing fee. When prompted for the bonding company, I entered **“MERCHANTS BONDING COMPANY.”**

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 or via fax to 1-818-332-4019. 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

Website: www.NationalNotary.org/IL/Renew

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