



Illinois Non-Resident Notary Commission Renewal Process

Step-by-Step Instructions to Renew My Notary Commission

☐ **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 course and exam, Notary seal, and supplies at NationalNotary.org/IL/Become-NR or I called 1-800-876-6827.

☐ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. Notary journal, Illinois Notary 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 completed my [Illinois Non-Resident Notary Application](#). I sent my **original application/bond form, A photocopy of the front and back of my driver's license or state ID card, and my course and exam certificate of completion** to:

National Notary Association
9350 De Soto Avenue
Chatsworth, CA 91311

NOTE: My name and address MUST match my Illinois driver's license or state ID card, or my application will be rejected.

☐ **Step 7**

I have purchased a \$5,000* surety bond through the NNA and they will complete the bond section of my Notary application.

***NOTE:** The application form includes a yes-or-no question about my intention to provide remote notarization services. If I choose yes, the bond amount is \$30,000.



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☐ **Step 8**

I have received my commission from the Illinois Secretary of 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 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

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)