



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/KS/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
- U.S. citizen; resident of Kansas or of a bordering state and am regularly employed in or conducts a business or profession in Kansas
- Able to read and write English
- No felony convictions or license revocation

☐ Step 2

I purchased my state-required Notary bond, journal, seal, and supplies at www.NationalNotary.org/KS/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 have received my application with the bond within 90 days prior to my expiration date.

☐ Step 5

I have received my seal stamp and verified that the name on my bond matches the name on my stamp.

☐ Step 6

I have gotten my application notarized.

☐ Step 7

I completed my commission application and sent it with the fee to:

**Kansas Secretary of State
Memorial Hall, 1st Floor
120 S.W. 10th Ave
Topeka, KS 66612**

☐ Step 8

I have received my Notary Certificate from the state.

☐ Step 9

I have emailed a copy of my commission certificate to the NNA to make my optional commission date stamp and/or activate my errors & omissions insurance to: Releasing@nationalnotary.org or via fax to 1-800-833-1211.