



Kansas Notary Commission 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
- U.S. citizen
- Resident of Kansas or a bordering state and are employed or conducts a business 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 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 before 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 had 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 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, any remaining items in the order will be shipped or emailed within 3-5 business days.

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

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)