

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/KS/Renew](http://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 seal and supplies at [www.NationalNotary.org/KS/Renew](http://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 contacted the NNA at 1-800-876-6827 if I did not provide my county at the time of my bond purchase. Once my documents have been received, my stamp will be shipped within 3 business days.

### 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 completed my commission application and sent it to:

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

### Step 7

I have received my commission certificate, wallet ID card, and Kansas Notary Handbook from the state.

### Step 8

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](mailto:Releasing@nationalnotary.org) or via fax to 1-800-833-1211.