



## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/KY/Renew](http://www.NationalNotary.org/KY/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
- Am a citizen or permanent legal resident of the United States, and a resident of or have a place of employment or practice within KY
- Read and write English
- Am of good moral character
- No felony convictions unless civil rights have been restored
- Am capable of performing duties of Notary

### Step 2

I purchased my state-required Notary seal and supplies at [www.NationalNotary.org/KY/Renew](http://www.NationalNotary.org/KY/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 completed my commission application

[http://www.nationalnotary.org/file%20library/nna/applications/kentucky\\_state\\_appliation\\_e.pdf](http://www.nationalnotary.org/file%20library/nna/applications/kentucky_state_appliation_e.pdf)

and sent it to:

**Division of Corporations, Notary Commissions**  
**P.O. Box 821**  
**Frankfort, KY 40602-0821**

### Step 5

I have received an email notice from the Secretary of State's office advising me to obtain a bond.

### Step 6

I have forwarded my email notice to the NNA to issue my bond: [Releasing@nationalnotary.org](mailto:Releasing@nationalnotary.org) or called 1-800-876-6827. The bond will be sent via email.

### Step 7

Within 30 days, I have gone to the county clerk's office (listed in my email) and taken my oath of office, posted my bond, and recorded my appointment date.

### Step 8

I have sent a copy of my commission certificate to the NNA: [Releasing@nationalnotary.org](mailto:Releasing@nationalnotary.org), or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

### Step 9

I have received my seal stamp.