



# Kentucky 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 or permanent legal resident
- Resident of Kansas or have a place of employment or practice in the county where the application is made
- Be able to read and write English
- Not be disqualified to receive a commission under KRS 423.395.

### ☐ **Step 2**

I purchased my state-required Notary bond and supplies at [NationalNotary.org/KY/Renew](http://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 printed and completed my [commission application](#) and sent it to:

Notary Commissions  
P.O. Box 821  
Frankfort, KY 40602-0821

### ☐ **Step 5**

I have received an email from the Secretary of State's office approving my application. The email includes instructions on the next steps, which involve obtaining a Notary bond and taking the Oath of Office.

### ☐ **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) taken my Oath of Office, posted my bond, and recorded my appointment date.

### ☐ **Step 8**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: [Releasing@NationalNotary.org](mailto: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.



NATIONAL  
NOTARY  
ASSOCIATION



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

**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)