



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/LA/Renew

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)

Step 1

I am eligible to renew my Notary bond or E&O insurance and am in compliance with state requirements:

- **18 years or older**
- **U.S. citizen or permanent legal resident or LA resident and a registered voter in my parish of residence**
- **Read, write and speak English**
- **No felony convictions unless pardoned**
- **High school education or equivalent**

Step 2

I purchased my state-required Notary E&O and supplies at www.NationalNotary.org/LA/Renew or I called 1-800-876-6827. When purchased, I indicated my parish.

Step 3

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

Step 4

I have filed the following with the Secretary of State:

- **Original** or certified true copy of my \$10,000/5-year bond or E&O that has been signed by the parish clerk of court
- State filing fee – check or money order payable to the Secretary of State

Step 5

I have emailed a copy of my commission certificate to: 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 6

I have received my optional seal stamp.