



Louisiana Notary Commission Process

Step-by-Step Instructions to Maintain your Louisiana Lifetime Notary Commission

To keep your lifetime commission valid, the Louisiana Secretary of State requires you to get a new Errors & Omissions insurance policy or Notary surety bond every 5 years.

☐ **Step 1**

I purchased my state-required \$10,000 notary surety bond or E&O insurance policy at [NationalNotary.org/renew](https://www.NationalNotary.org/renew) or I called 1-800-876-6827.

☐ **Step 2**

I have filed the following with the Secretary of State:

- **Original or certified copy of my \$10,000 notary surety bond or E&O insurance policy.**
- **State filing fee — check or money order payable to the Louisiana Secretary of State**

NOTE: Any [Louisiana Notary package](#) you purchase from the NNA will include your state-required surety notary bond or E&O insurance policy and 5 years of access to the NNA Hotline. This convenient option provides everything you need to maintain your Louisiana Lifetime Notary Commission.

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)