



Massachusetts 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:

- **Be at least 18 years old**
- **Live or work in the Commonwealth**
- **Read and write English**

☐ **Step 2**

I have purchased state-required Notary stamp, journal and supplies at NationalNotary.org/MA/Renew or called 1-800-876-6827 to place my order. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, primer, etc., as requested).

☐ **Step 3**

I have received my notary application from the state 5 weeks before my commission expires.

☐ **Step 4**

I have completed my Notary application, had it endorsed by four respected members of the community, and had it notarized. I also included a copy of my current resume and mailed it to:

Notary Public Office
State House
24 Beacon St RM 184
Boston, MA 02133-1057

☐ **Step 5**

I have received a notice that my application has been approved by the Governor and the Governor's Council. The notice includes directions to get sworn in and how to pay the \$60 state fee.

☐ **Step 6**

I have been sworn in and paid the \$60 fee.

☐ **Step 7**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: 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.



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

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/MA/Renew

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