



# Michigan 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
- Reside or have a business in Michigan, specifically in the county where I apply for appointment.
- A U.S. citizen or have legal residency
- Be able to read and write English
- Have no felony convictions in the past 10 years.
- Have maintained a clean record under the Michigan Notary Public Act, with no repeated misdemeanor violations.

### ❑ **Step 2**

I purchased my state-required Notary bond and supplies at [NationalNotary.org/MI/Renew](https://NationalNotary.org/MI/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**

The NNA has sent me an email with my bond information within two business days.

### ❑ **Step 5**

I have the option of completing my application [online](#), or by [paper](#).

***NOTE: The state recommends applying online. Online applications are given priority and often are processed the same day they are received. Applications received by mail may take up to six weeks to process.***

### ❑ **Step 6**

After printing my application, I visited the county clerk's office with my application and Notary bond, where I took the oath administered by the clerk and paid the state filing fee.

### ❑ **Step 7**

I submitted my final application and nonrefundable processing fee through Michigan's [Online Services](#). If submitting by paper, I mailed the final application and processing fee (check or money order payable to the "State of Michigan") to:

Michigan Secretary of State  
Office of the Great Seal  
7064 Crowner Blvd.  
Lansing, MI 48918-1750



❑ **Step 8**

I have read the [Michigan Notary Public Act](#).

❑ **Step 9**

My commission was approved, and the Secretary of State sent me my commission card and certificate within a few weeks.

❑ **Step 10**

I emailed a copy of my commission certificate to Customer Care at [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or sent it via fax (with a cover sheet that included my Customer ID) to 1-800-833-1211, and my stamp was shipped within 3-5 business days.

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

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/MI/Renew](http://www.NationalNotary.org/MI/Renew)

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