



Questions? Contact our Customer Care Professionals:

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

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

☐ Step 1

I am eligible to become a Notary and am in compliance with state requirements:

- 18 years or older;
- Am a resident of MN, IA, ND, SD or WI;
- Have not had a Notary commission revoked.

☐ Step 2

I purchased my state-required Notary seal and supplies at www.NationalNotary.org/MN/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 have completed my application at <https://www.sos.state.mn.us/media/1990/notaryapplication.pdf/>

If I missed the deadline to renew, I filled out my application (<https://www.sos.state.mn.us/media/1990/notaryapplication.pdf>), checked "Reappointment" and submitted it by mail.

☐ Step 5

If I am mailing in my application, I have sent it (along with the \$120 fee payment) to:

Minnesota Secretary of State - Notary
60 Empire Drive, Suite 100
Retirement Systems of Minnesota Bldg.
St. Paul, MN 55103

☐ Step 6

I have received my commission from the state. Once my documents have been received, my stamp will be shipped within 3 business days.

If I need my new seal immediately, I will email a copy of my commission certificate (with a cover sheet that includes my Customer ID) to Customer Service at Releasing@NationalNotary.org or send via fax to 1-800-833-1211.

☐ Step 7

I have followed the instructions on my commission certificate to record my official commission and register my official signature with the appropriate county office.