Minnesota 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**
- **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 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 Notary renewal application. If I missed the deadline to renew, I filled out my Notary application 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
First National Bank Building
332 Minnesota Street, Suite N201
Saint Paul, MN 55101

❑ **Step 6**
My application was approved by the Secretary of State, and they have mailed my commission certificate along with instructions on where to register my commission.

❑ **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 1-818-332-4019. Once my documents have been received, my stamp will be shipped within 3-5 business days.

❑ **Step 8**
I have followed the instructions on my commission certificate to record my official commission and register my official signature with the appropriate county office.

NOTE: Any Minnesota Notary package you purchase from the NNA will include your state required item: Notary stamp. It's the best and most convenient way to make sure you have everything you need to renew as a Minnesota Notary.

NATIONAL NOTARY ASSOCIATION

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)