



## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/MS/Renew](http://www.NationalNotary.org/MS/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
- U.S. citizen or permanent resident alien
- Reside in MS for a minimum of 30 days or be employed in the state
- Able to read and write English
- No felony convictions unless pardoned or voting rights restored; not currently on probation or parole
- No commission revocation, suspension or restriction

### ☐ Step 2

I purchased my state-required Notary seal and supplies at [www.NationalNotary.org/MS/Renew](http://www.NationalNotary.org/MS/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

Within 60-90 days before my expiration date, I completed and submitted my commission application [https://www.sos.ms.gov/content/documents/feesforms/SOS\\_FORM\\_NP\\_001.pdf](https://www.sos.ms.gov/content/documents/feesforms/SOS_FORM_NP_001.pdf), and sent it to:

Secretary of State  
Business Services Division  
P.O. Box 136  
Jackson, MS 39205-0136

### ☐ Step 5

I have received my pre-commission certificate from the state.

### ☐ Step 6

I have emailed a copy of my pre-commission certificate to the NNA to issue my bond:

[Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org), or faxed to 1-800-833-1211.

### ☐ Step 7

I have completed my Notary bond and oath and returned it to:

Secretary of State  
Business Services Division  
P.O. Box 136  
Jackson, MS 39205-0136

### ☐ Step 8

I have emailed a copy of my official commission certificate to the NNA to make my stamp: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org), or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

### ☐ Step 9

I have received my seal stamp.