



Mississippi Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

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**
- **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 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 [Notary commission application](#) 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, 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 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.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/MS/Renew

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