Mississippi 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**
- **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 1-818-332-4019.

❑ **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

NATIONAL NOTARY ASSOCIATION

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

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

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)