

Montana Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/MT/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
- Passed the state Notary examination
- A citizen or permanent legal resident of the United States
- A resident of or have a place of employment or practice in this state
- A spouse or legal dependent of military personnel assigned to active duty in MT
- Able to read and write English
- Not been convicted of a felony or crime involving fraud, dishonesty, or deceit within the last 10 years
- Not been found in any legal proceeding or disciplinary action within the last 10 years to have acted fraudulently, dishonestly, or deceitfully
- Not had a Notary commission or bond denied, revoked, or restricted in any state within the last 10 years

❑ Step 2

I purchased my state-required Notary bond, seal and supplies by calling 1-800-876-6827 or went online to www.NationalNotary.org/MT/Become.

❑ Step 3

I have completed my 4-hour state-required training and passed the exam.

❑ Step 4

I have provided my county to the NNA so they can issue my bond.

❑ Step 5

I have received my bond via email

❑ Step 6

I have taken and passed the Montana Notary exam at: <https://www.classmarker.com/online-test/login/>.

❑ Step 7

Within 30 days of my current commission expiration date, I have completed my application online: <https://biz.sosmt.gov/>

❑ Step 8

I have received my commission certificate and copy of Montana Notary Public Handbook from the state.

❑ Step 9

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

❑ Step 10

I have received my seal stamp.