



Montana 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
- A citizen or permanent legal resident of the United States
- A resident of or have a place of employment or practice in MT; or spouse or legal dependent of military personnel assigned to active duty in MT
- Able to read and write English

☐ **Step 2**

I purchased my state-required Notary bond, seal and supplies at NationalNotary.org/MT/Renew or I called 1-800-876-6827.

☐ **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 taken and passed the [Montana Notary exam](#).

☐ **Step 6**

I have received my bond via email and taken it to a notary. They will administer my oath of office and notarize my signature. (My name and signature on the bond and application are an exact match.)

☐ **Step 7**

I have completed my [Notary commission application](#) online, paid my \$25 filing fee and uploaded the following:

- Training certificates of completion
- Exam certificate
- Notarized surety bond form with your oath of office

☐ **Step 8**

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



❑ Step 9

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.

NOTE: Any [Montana Notary package](#) you purchase from the NNA will include your state required items: Notary education, bond, stamp, journal and fee schedule. It's the best and most convenient way to make sure you have everything you need to renew as a Montana Notary

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)