



North Carolina 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, or legally emancipated as defined in Article 35 of Chapter 7B of the General Statutes
- U.S. citizen or permanent resident alien
- NC Resident or nonresident with a regular place of work in NC
- Able to read, write, and speak English
- Have a high school diploma or equivalent
- Keep the most recent Notary manual approved by the Secretary of State
- No felony conviction in 10 years

☐ **Step 2**

I purchased my state-required Notary seal and supplies at NationalNotary.org/NC/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**

I created or signed in to my [Notary account](#) on the state's Secretary of State website.

☐ **Step 5**

I have passed the online state exam and scored at least 80%.

☐ **Step 6**

I completed my [commission application](#), had it notarized and included the state application fee before mailing it.

☐ **Step 7**

I have mailed my commission application to:

Notary Public Section
Electronic Notary Public Section
P.O. Box 29626
Raleigh, NC 27626-0626

OR

I renewed my [commission online](#).



☐ **Step 8**

I have received notification via email to take my oath of office.

☐ **Step 9**

Within 45 days, I have taken my oath of office at the local office of the Register of Deeds and picked up my commission certificate.

☐ **Step 10**

I scanned and email a copy of my commission certificate to Releasing@NationalNotary.org or faxed it to 1-800-833-1211 to have my Notary seal made. Once my documents have been received, my stamp will be shipped within 3-5 business days.

NOTE: Any [North Carolina Notary package](#) you purchase from the NNA will include your state required item: Notary seal. It's the best and most convenient way to make sure you have everything you need to renew as a North Carolina Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/NC/Renew

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