

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/NC/Renew](http://www.NationalNotary.org/NC/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, or legally emancipated as defined in Article 35 of Chapter 7B of the General Statutes
- NC and U.S. citizen or permanent resident alien; nonresident with a regular place of work in NC
- Able to read, write and speak English
- Have a high school diploma or equivalent
- Purchase and retain most recent manual approved by the Secretary of State on Notary duties
- No felony conviction in 10 years

### Step 2

I purchased my state-required Notary seal and supplies at [www.NationalNotary.org/NC/Renew](http://www.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 completed my commission application [https://www.nationalnotary.org/file%20library/naa/applications/north-carolina\\_state-application--renewing-notaries-----e-.pdf](https://www.nationalnotary.org/file%20library/naa/applications/north-carolina_state-application--renewing-notaries-----e-.pdf) and sent it to:

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

OR

I renewed my commission online at: [https://www.sosnc.gov/Online\\_Services/Account/Sign\\_In?ReturnUrl=%2Fonline\\_services%2Fnotary%2Freappointment](https://www.sosnc.gov/Online_Services/Account/Sign_In?ReturnUrl=%2Fonline_services%2Fnotary%2Freappointment)

### Step 5

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

### Step 6

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

### Step 7

I have emailed a copy of my certificate of appointment to the NNA: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org), or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

### Step 8

I have received my seal stamp.