



# North Dakota 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
- Be a citizen or permanent legal resident of the U.S.
- ND resident; nonresident with a place of employment in ND or residing county bordering ND in reciprocating state
- Able to read, write and speak English

### ☐ **Step 2**

I purchased my state-required Notary seal and supplies at [NationalNotary.org/ND/Renew](http://NationalNotary.org/ND/Renew) or I called 1-800-876-6827 and have provided the NNA with my county.

### ☐ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

### ☐ **Step 4**

I have received my bond within 90 days of my commission expiration date and signed my [Notary Oath of Office](#) in the presence of a notary public.

### ☐ **Step 5**

I completed my [Notary commission application](#) online, and included my Notary Bond and Oath of Office.

**\*\*If I am an out-of-state applicant, I have included my Appointment of Agent for Notary Service of Progress, which has been notarized.**

### ☐ **Step 6**

I have received my certificate of authorization from the state.

### ☐ **Step 7**

I have emailed a copy of my commission certificate 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 3-5 business days.

**\*\*Note: the state only allows three weeks from the start date on my certificate of authorization to make my notary seal stamp and return the authorization form to them.**



☐ **Step 8**

I have received my seal stamp and certificate of authorization.

☐ **Step 9**

Within three weeks, I have sent my certificate of authorization with an impression of my Notary seal stamp back to the state.

☐ **Step 10**

I have received my commission from state.

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

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/ND/Renew](http://www.NationalNotary.org/ND/Renew)

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