

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: <http://www.NationalNotary.org/ND/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**
- **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**
- **Not be disqualified to receive a commission under NDCC 44-06.1-21(1)**

### Step 2

I purchased my state-required Notary seal and supplies at [www.NationalNotary.org/ND/Become](http://www.NationalNotary.org/ND/Become) 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.

### Step 5

I completed my commission application

[http://www.nationalnotary.org/file%20library/nna/applications/north\\_dakota\\_state\\_application\\_e.pdf](http://www.nationalnotary.org/file%20library/nna/applications/north_dakota_state_application_e.pdf) and sent the **original** to:

**Secretary of State  
State of North Dakota  
600 E. Boulevard Avenue, Dept. 108  
Bismarck, ND 58505-0500**

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 commission certificate 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 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 commission certificate with an impression of my Notary seal stamp back to the state.

### Step 10

I have received my commission from state.