



North Dakota Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

Step 1

I am eligible to become a Notary and am in compliance with state requirements:

- **18 years or older, or legally emancipated**
- **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**
- **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 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.

Step 5

I completed my [Notary commission application](#) online 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 certificate of authorization from the state.

Step 7

I have emailed a copy of my commission certificate to the NNA: 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.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/ND/Renew

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