



Nebraska 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:

- **19 years or older**
- **Citizen of the United States or a qualified alien**
- **NE resident; resident of a bordering state with a place of employment in NE**
- **Not have been convicted of a felony or a crime involving fraud or dishonesty within the previous five years**

☐ **Step 2**

I purchased my state-required Notary bond, seal and supplies at NationalNotary.org/NE/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 via email 90 days prior to my expiration date.

☐ **Step 5**

Within 30 days of my commission expiration, I went to the [Secretary of State's Online Notary Portal](#) and login to my account to complete my application, upload my bond and pay the state's filing fee.

☐ **Step 6**

I have received an email from the state notifying me that my commission was renewed, and I logged into the state's [portal](#) to download my new Commission Certificate.

☐ **Step 7**

I have emailed a copy of my certificate to Releasing@NationalNotary.org, or faxed it to 1-800-833-1211. Once my documents have been received by the NNA, they will ship my stamp within 3-5 business days.

NOTE: Any [Nebraska 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 Nebraska Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/NE/Renew

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