

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/NE/Renew](http://www.NationalNotary.org/NE/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:

- 19 years or older
- NE resident; nonresident with a place of employment in NE
- Able to read and write English
- 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 seal and supplies at [www.NationalNotary.org/NE/Renew](http://www.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 60 days prior to my expiration date.

### Step 5

Within 30 days of my commission expiration, I completed my [renewal application](#) and sent it, along with my bond, U.S. Citizenship Attestation Form and commission fee, to:

**Notary Division**  
**P.O. Box 95104**  
**Lincoln, NE 68509-5104**

### Step 6

I have received my commission certificate from the state.

### Step 7

I have emailed a copy of my certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org), or fax it to 1-800-833-1211.

### Step 8

Once my documents have been received by the NNA, they will ship my stamp within 3 business days.