

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)

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 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.

Step 5

Within 30 days of my commission expiration, I completed my renewal application at <http://www.sos.ne.gov/business/notary/pdf/Notary-renewal-application.pdf> 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, 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.