



# New Hampshire 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:

- 18 years or older, or legally emancipated
- NH resident
- Read, write and understand English
- Am endorsed by two NH Notaries and one registered voter
- Certain convictions may be disqualifying

### ❑ **Step 2**

I purchased my state-required Notary seal and supplies at [NationalNotary.org/NH/Renew](http://NationalNotary.org/NH/Renew) or I called 1-800-876-6827.

### ❑ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

### ❑ **Step 4**

I completed my [commission renewal application](#), which was sent to me by the state 12 weeks prior to my commission expiration date, and notarized "Criminal Record Release Authorization" form and sent both to:

Secretary of State  
State House, Room 204  
107 North Main Street  
Concord, NH 03301

### ❑ **Step 5**

I have received my commission, oath of office, and Notary Public Manual state.

### ❑ **Step 6**

I have had my oath of office and commission notarized by two Notaries or two Justices of the Peace, or one of each.

### ❑ **Step 7**

I have sent my oath of office to the Secretary of State.

### ❑ **Step 8**

I have received my Commission Certificate for Notary Public from the state.

### ❑ **Step 9**

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 3-5 business days.



NATIONAL  
NOTARY  
ASSOCIATION



NOTE: Any [New Hampshire Notary package](#) you purchase from the NNA will include your state required item: Notary stamp. It's the best and most convenient way to make sure you have everything you need to renew as a New Hampshire Notary.

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/NH/Renew](http://www.NationalNotary.org/NH/Renew)

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