



# New Jersey Notary Commission Process

## *Step-by-Step Instructions to Renew My Notary Commission*

### ❑ **Step 1**

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

- **Be at least 18 years old**
- **New Jersey resident or NJ-based company employee**
- **Not been convicted for any crimes of dishonesty**

### ❑ **Step 2**

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

### ❑ **Step 3**

I have completed my continuing education course of study\* (3-hours per the [NJ Notary Public Manual](#), page 8).

**\*Note: Exam is NOT required renewing Notaries unless your commission has been expired for more than 30 days.**

### ❑ **Step 4**

I have completed my [Notary commission application](#) online.

### ❑ **Step 5**

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

### ❑ **Step 6**

I have received my Notary Commission Packet from the Secretary of State.

### ❑ **Step 7**

I have emailed a copy of my commission certificate with my NNA Customer ID number to: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or via fax to 1-818-332-4019 and my stamp will be shipped within 3-5 business days.

### ❑ **Step 8**

I took my Notary Commission Packet to the county clerk's office, where the clerk administered my oath of office, and I paid the filling fee.



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

**Questions? Contact our Customer Care Professionals**

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

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

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