

## 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)

### ❑ Step 1

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

- Be at least 18 years old
- NJ resident; non-resident or remote OK if employed in NJ
- No convictions for crime of dishonesty, or crime of first or second degree

### ❑ Step 2

Purchase NNA® Notary renewal supply package at [NationalNotary.org/NJ/Renew](http://NationalNotary.org/NJ/Renew) or call 1-800-876-6827. The NNA will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

### ❑ Step 3

Complete state-required training and exam.

### ❑ Step 4

Complete commission application online at <https://www.njportal.com/DOR/Notary>

### ❑ Step 5

State issued my commission certificate (approximately 2-10 weeks of turnaround).

### ❑ Step 6

I will scan and email a copy of my commission certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or fax to 1-800-833-1211. Include my NNA Customer ID. Once my documents have been received, my stamp will be shipped within 3 business days.

### ❑ Step 7

Record my commission with the county clerk within 3 months of receipt of my commission certificate.