



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 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 or via fax to 1-800-833-1211 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

Website: www.NationalNotary.org/NJ/Renew

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