



New Mexico 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
- Resident of New Mexico or employed in the state
- I am able to read and write English
- I have not been convicted of a felony or crime involving fraud, dishonesty, or deceit in the last five years
- I have not had a Notary Public commission denied, suspended, or revoked in another state
- I have not been disqualified to receive a commission under Section 22 of the Revised Uniform Law on Notarial Acts [14-14A-22 NMSA 1978].

❑ Step 2

I purchased my state-required Notary bond, journal, seal, and supplies at NationalNotary.org/NM/Renew or I called 1-800-876-6827.

Note: If renewing, the training and exam is typically not required. However, you will need to order and complete the training and exam if your commission expired over a year ago or if you have not previously fulfilled the training requirement.

❑ 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 Notary bond from the NNA.

❑ Step 5

I have completed my [Notary commission application](#) online and submitted it with the following:

- A PDF copy of the Certificate of Notary Education Course and Exam Completion
- A PDF copy of a signed and notarized Oath of Office, which was administered by a current New Mexico Notarial Officer.
- A PDF copy of my notarized Surety Bond in the amount of \$10,000
- State Filing fee

❑ Step 6

Once approved, the state issued the Certificate of Commission or Notice of Approval. I have emailed a copy of one of these documents to Releasing@NationalNotary.org or via fax to 1-800-833-1211. After my document was received, my stamp was shipped within 3-5 business days.



❑ **Step 7**

Within 45 days of my application being approved, I have provided a PDF of my official Notary stamp on the Secretary of State's [online filing portal](#).

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

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/NM/Renew

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