

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/NM/Renew](http://www.NationalNotary.org/NM/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:

- **18 years or older;**
- **Resident of New Mexico;**
- **I am able to read and write English;**
- **I have not plead guilty or nolo contendere to a felony or been convicted of a felony;**
- **I have not had a Notary commission revoked during the past five years.**

### ❑ Step 2

I purchased my state-required Notary bond, seal and supplies at [www.NationalNotary.org/NM/Renew](http://www.NationalNotary.org/NM/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.). Once my documents have been received, my stamp will be shipped within 3 business days. I must receive my seal stamp **BEFORE** submitting my application.

### ❑ Step 4

I have contacted the NNA at 1-800-876-6827 if I did not provide my county at the time of my purchase. (This information is required to execute my bond.)

### ❑ Step 5

Within two business days, the NNA has sent me my bond and application. I can also download the application at [http://www.nationalnotary.org/file%20library/nna/applications/new\\_mexico\\_state\\_application\\_e.pdf](http://www.nationalnotary.org/file%20library/nna/applications/new_mexico_state_application_e.pdf).

### ❑ Step 6

I have completed the application, using black ink only, and have had the application notarized.

### ❑ Step 7

I have mailed my application and state fee to:

Secretary of State  
325 Don Gaspar – Suite 300  
Santa Fe, NM 87501

### ❑ Step 8

I have received my commission information from the state within two to ten weeks.