**NATIONAL NOTARY ASSOCIATION**

## 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)

❑ **Step 1**

I am eligible to become 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.**

❑ **Step 2**

I purchased my state-required Notary bond, journal, seal, and supplies at 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.).

❑ **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**

If my commission has been expired for more than one year, I have completed the training and exam.

❑ **Step 6**

Within 2 business days, the NNA has emailed my bond.

❑ **Step 7**

I have completed the application found at https://www.sos.state.nm.us/notary-and-apostille/notary-commissions/become-a-notary/ and sent it with the application fee and certificate of completion of the course and exam.

❑ **Step 8**

Once approved, the state will issue 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. Once my document has been received, my stamp will be shipped within 3-5 business days.

❑ **Step 9**

Within 45 days of my application being approved, I have provided proof of my Notary stamp by sending in the stamp registration form.