



## Questions? Contact our Customer Care Professionals:

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

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

### ❑ Step 1

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

- 18 years or older
- Must be a resident of NV or bordering state if employed in NV.
- If a convicted felon, civil rights have been restored.
- No previous Notary appointment in Nevada or another state revoked for cause
- No conviction of or plea of guilty, guilty but mentally ill, or no contest to crime involving misappropriation of identity or property
- No conviction of or plea of guilty, guilty but mentally ill, or no contest to crime involving moral turpitude unless more than 10 years passed, complete restitution made, civil rights restored, and crime not misappropriation of identity or property

### ❑ Step 2

Purchase my state-required seal and supplies. Go to [NationalNotary.org/NV/Renew](http://NationalNotary.org/NV/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

Contact the NNA if I didn't provide my county at the time of ordering my bond (it is required information for the bond).

New Notaries: I will receive my bond within two days.

Renewing Notaries: I will receive my bond 60 days prior to my commission expiration date via email.

### ❑ Step 4

Complete state-required training (three hours) and exam through the Secretary of State's Notary Division (training and exam certificates will be issued after completion; fees apply). For class and exam information, visit the state's website: <https://training.nvsos-training.com>.

### ❑ Step 5

File my bond and oath of office with the county clerk. The clerk will provide me with a filing notice, which I will include with my application.

### ❑ Step 6

Download and complete my application online at <https://www.nvsos.gov/sos/licensing/notary>.

### ❑ Step 7

The state will issue my commission certificate within two to four weeks.

### ❑ Step 8

Mail (fax and email are not accepted) my original commission certificate OR a certified copy (notarized with original Notary stamp and wording) to:

**National Notary Association  
9350 De Soto Avenue  
Chatsworth, CA 91311-4926**

### ❑ Step 9

Once my documents have been received, my stamp will be shipped within 3 business days. The original commission certificate will be returned with the seal.