



Nevada 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 NV or bordering state if employed in NV.**
- **If a convicted felon, civil rights have been restored.**
- **Have never had you Notary commission revoked in another state**
- **Possess civil rights (convicted felons whose civil rights have not been restored cannot become a Notary)**
- **Cannot hold a public office in the U.S. federal government at the time of application**

❑ **Step 2**

I purchased my state-required Notary bond, seal and supplies at 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**

I completed the three-hour online Notary training course through the [Secretary of State's Notary Division](#) and passed the exam.

❑ **Step 4**

I filed my Notary bond and oath of office with the county clerk. They issued a filing notice, which I included in my application.

❑ **Step 5**

I submitted my application, filing notice, training and exam certificate and state filing fee, to the Secretary of State via the [SilverFlume online portal](#).

❑ **Step 6**

After I received my commission certificate from the state, I mailed either the original or a certified copy to:

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

❑ **Step 7**

After the NNA received my documents, they shipped my stamp within 3 business days and returned my original commission certificate with the seal.

NOTE: Any [Nevada 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 Nevada Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/NV/Renew

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