



Oregon Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

☐ **Step 1**

I am eligible to renew as a Notary in Oregon and I am in compliance with state requirements:

- Be at least 18 years old.
- Reside in OR; non-resident OK if employed in OR.
- Must be able to read/write English.
- Good moral character.
- No felony or lesser convictions incompatible with duties of Notary in 10 years; no Notary commission revocation in 10 years.

☐ **Step 2**

Purchase my state-required seal and supplies at NationalNotary.org/OR/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 have taken my training course from the NNA or an approved vendor on the [Secretary of State's website](#).

☐ **Step 4**

I have taken the exam and completed my Notary commission application.

☐ **Step 5**

Once my application is accepted, I have taken my Oath of Office before a Notary, and sent a notarized copy to the state, along with the applicable \$40 processing fee.

☐ **Step 6**

Once my Certificate of Authorization has arrived from the state, I have emailed a copy to Releasing@NationalNotary.org, or faxed it to 1-800-833-1211, along with my NNA customer number and order number. Once my documents have been received, my stamp will be shipped within 3-5 business days.

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

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/OR/Renew

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