

## Questions? Contact our Customer Care Professionals:

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

Take the exam and complete my commission application at <https://secure.sos.state.or.us/notary/extrnl/home>. (Renewing Notaries are exempt from training as long as their commissions are current at the time of renewal application process.)

### ❑ Step 4

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 processing fee.

### ❑ Step 5

Once my Certificate of Authorization has arrived from the state, I have emailed a copy to [Releasing@NationalNotary.org](mailto: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 business days.

### ❑ Step 6

I have received my seal.