



# South Dakota 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
- A SD resident, or nonresident from a county bordering SD and working in state
- No felony convictions

### ☐ **Step 2**

I purchased my state-required Notary seal stamp and recommended supplies at [NationalNotary.org/SD/Renew](http://NationalNotary.org/SD/Renew) or I called 1-800-876-6827.

### ☐ **Step 3**

I have received the supplies I purchased in my Notary package from the NNA.

### ☐ **Step 4**

I completed my Notary [commission application](#) and sent it with my \$30 commission fee to:

Office of the Secretary of State  
Notary Public Division  
500 East Capitol Avenue  
Pierre, SD 57501

### ☐ **Step 6**

I have received my commission certificate from the state.

NOTE: Any [South Dakota Notary package](#) you purchase from the NNA will include your state required item: stamp. It's the best and most convenient way to make sure you have everything you need to renew as a South Dakota Notary.

#### **Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/SD/Renew](http://www.NationalNotary.org/SD/Renew)

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