



Utah 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
- U.S. citizen or permanent resident
- A UT resident for at least 30 days, or non-residents OK if employed in UT for at least 30 days.
- Able to read, write, and understand English
- Endorsed by two Utah residents over 18
- No disqualifying offenses or license revocations

☐ **Step 2**

I purchased my state-required Notary seal and supplies at NationalNotary.org/UT/Renew or I called 1-800-876-6827.

☐ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

☐ **Step 4**

I have studied for the UT notary exam using the [study guide](#) and other important links found [here](#).

☐ **Step 5**

I have created an account on the state's [website](#) to take, pay for, and pass the mandatory state exam.

☐ **Step 6**

After, completing my exam online, the state's website redirected me to take the mandatory background screening.

Please note: You will not be notified when your background check has been processed so please continue with the notary application process without the results.

☐ **Step 7**

I have contacted the NNA to let them know I have passed my exam and provided the county I live in to activate my bond to Releasing@NationalNotary.org or call 1-800-876-6827.

☐ **Step 8**

I have received my bond and oath of office via email.



❑ **Step 9**

To complete my application, I uploaded my oath of office and bond form to my [online account](#).

❑ **Step 10**

I have received my Commission Certificate from the state via email.

❑ **Step 11**

I have emailed a copy of my Notarized Commission Certificate, including the top portion with the oath to the NNA: Releasing@NationalNotary.org, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

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

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/UT/Renew

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