

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)

Step 1

I am eligible to become a Notary and am in compliance with state requirements:

- 18 years or older
- A UT resident for at least 30 days, or nonresident with permanent resident status
- Able to read and write English
- Endorsed by two Utah residents over 18

Step 2

I purchased my state required Notary seal and supplies at www.NationalNotary.org/UT/Renew or I called 1-800-876-6827 and provided my county. Once my documents have been received, my stamp will be shipped within 3 business days.

Step 3

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

Step 4

I have taken and passed the mandatory state exam on the state's website:

https://secure.utah.gov/account/login.html?returnToUrl=https%3A%2F%2Fsecure.utah.gov%2Fnotary%2Fuji_authentication.

Step 5

I have contacted the NNA to let them know I have passed my exam, as well as provided my county and commission dates to: Releasing@NationalNotary.org or 1-800-876-6827.

Step 6

I have received my bond.

Step 7

I downloaded and completed my commission application and sent it to:

Utah State Capitol
Notary Office, Suite 220
P.O. Box 142325
Salt Lake City, UT 84114

Step 8

I have received my Certificate of Authority of Notary Public from the state.

Step 9

I have emailed a **copy** of my **notarized** Certificate of Authority of Notary Public, including the top portion with the oath, to the NNA: Releasing@NationalNotary.org, or faxed to 1-800-833-1211.

Step 10

I have received my stamp.