

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 non-residents OK if employed in UT for at least 30 days.**
- **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/Become, 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 created an account, then taken and passed the mandatory state exam on the state's website: <https://secure.utah.gov/account/log-in.html>.

Step 5

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

Step 6

I have received my bond via email.

Step 7

I have completed my background check.

Step 8

I completed my commission application online: <https://secure.utah.gov/account/log-in.html>

Step 9

I have received my Certificate of Authority of Notary Public from the state approximately two weeks after submitting my application

Step 10

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 11

I have received my stamp.