



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/VA/Renew

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

Step 1

My current commission has not expired for more than 30 days, and my renewal name is an exact match to the name on my current commission.

Step 2

I am eligible and am in compliance with state requirements:

- **18 years or older;**
- **Legal resident of the U.S.;**
- **Resident of Virginia or employed in the state (non residents' Notary services must be connected with employment);**
- **Read and write English;**
- **No felony conviction in any state unless rights restored.**

Step 3

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

Step 4

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

Step 5

I have completed and submitted my Notary application using the application wizard on the Virginia Secretary of the Commonwealth website at <https://commonwealth.virginia.gov/official-documents/notary-commissions/notary-application-process/> and have paid the application fee.

Step 6

Upon approval, my commission certificate will be sent to the Circuit Court clerk and myself.

Step 7

I have contacted the circuit court and made arrangements to take my oath and pay the recording fee within 60 days of the commission issue date.

Step 8

I have emailed a copy of my commission certificate to Customer Care at Releasing@NationalNotary.org or sent via fax (with a cover sheet that includes my Customer ID) to 1-800-833-1211. Once received, the NNA will manufacture my seal according to the information on the certificate and will ship it to me within two business days.



Choose the Package That's Right for You

	Complete Package \$185 BEST VALUE!	Standard Package \$123	Basic Package \$77
Premium Self-Inking Stamp. Guaranteed to last the life of your commission. (Required by law.)	•	•	•
NNA® Hotline. Get answers to any notarization question for the length of your commission.	•	•	•
Softcover Journal. Record all Notary acts. (State recommended.)	•	•	•
Virginia Notary Primer. How-to guide for every procedure.	•	•	
\$25,000/1-Year Errors & Omissions Insurance. Protection for you!	•	•	
Portable Desk Embosser. Get a clear and crisp embossment every time.	•		
Backup Mini Stamp. Avoid disruption if your stamp is ever lost or stolen.	•		

Premium Self-Inking Stamp. Guaranteed to last the life of your commission. (Required by law.)

NNA® Hotline. Get answers to any notarization question for the length of your commission.

Softcover Journal. Record all Notary acts. (State recommended.)


Virginia Notary Primer. How-to guide for every procedure.


\$25,000/1-Year Errors & Omissions Insurance. Protection for you!

Portable Desk Embosser. Get a clear and crisp embossment every time.

Backup Mini Stamp. Avoid disruption if your stamp is ever lost or stolen.

Order Your Package Today!

 NationalNotary.org/VA/Renew

 1-888-896-6827

To send an order by fax or mail, see the order form on back.

Get the Support You Need to Ensure Your Success

Protect Yourself with Errors & Omissions Insurance

From a combative client to a lost or stolen stamp — situations you can't control may lead to a costly lawsuit. An E&O policy protects you by covering your claims, legal fees, court costs and any losses up to your policy amount.

Ask us about our range of policies, which you can add for just pennies a day. It's a small investment for your peace of mind.

Get Tools You Can Trust with an NNA Membership

Whether this is your career or a side job, a membership with the NNA gives you access to the most respected resources you need to be successful.

From new law alerts and networking opportunities to exclusive discounts and our industry-leading magazine, NNA membership has its benefits. And if you sign up now, you can get a special rate with your renewal package!



Source Code:
A63693

1. NOTARY INFORMATION

Name _____

Address _____ City _____

State _____ Zip _____ County _____

Contact Phone Number _____ Email Address for Order Confirmation _____


SHIP TO: Same as: Notary Information or Address below


Address _____

City _____ State _____ Zip _____


Four Ways to Order


For Faster Processing

 [NationalNotary.org/
VA/Renew](http://NationalNotary.org/VA/Renew)

 1-888-896-6827

To Return This Form

 1-800-833-1211

 National Notary Association
P.O. Box 2402
Chatsworth, CA 91313-2402

2. ORDER OPTIONS

Package Options	<input type="checkbox"/> Complete Package (#18VA3R1): \$ 185	\$
	<input type="checkbox"/> Standard Package (#18VA2R1): \$ 123	
	<input type="checkbox"/> Basic Package (#18VA1R1): \$ 77	
Notary E&O Insurance		
Protect yourself against costly lawsuits. Add or upgrade your insurance. #9494		
	<input type="checkbox"/> Basic Package — \$25,000 limit/1-Year: \$30	
	<input type="checkbox"/> Basic Package — \$25,000 limit/4-Year: \$109	\$
	<input type="checkbox"/> Increase Standard or Complete Package — \$25,000 limit/4-Year: Additional \$79	
Add NNA® Membership to Package		
Provides the essential resources, support and connections you need to thrive and grow during your Notary career.		
#1615012	<input type="checkbox"/> 1-Yr: \$49	#1615048 <input type="checkbox"/> 4-Yr: \$165
		Shipping & Handling \$ 5.00
		Total \$



REFUND POLICY

Your satisfaction is very important to us. Please visit our Returns and Refunds Policy on our NNA website at NationalNotary.org/returns or contact Customer Care at 1-800-876-6827.



With Over 5 Million Notaries Served
We're Proud to Maintain a Perfect BBB Rating

3. CHOOSE YOUR STAMP CASE COLOR



- Black
- Pacific Blue
- Neon Pink
- Dandelion
- Tangerine
- Electric Lime
- Violet
- Red

Circle one.
If no selection is made, you will receive a black seal stamp.

4. PAYMENT OPTIONS

Charges to your credit card will be noted as 'NNA Services, LLC' on your statement.

Check/Money Order (make payable to: National Notary Association)

Visa Mastercard American Express Discover

Credit Card No. _____ Card Expires _____

Name on Card _____

Billing Address (if same as ship-to address, write same) _____

City _____ State _____ Zip _____

Pricing, product features and specifications, and information subject to change without notice.

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