



# Virginia Notary Commission Process

## *Step-by-Step Instructions to Renew My Notary Commission*

### ☐ **Step 1**

I am eligible and am in compliance with state requirements:

- 18 years or older
- Legal resident of the U.S.
- Resident of Virginia or nonresidents employed in the state
- Read and write English
- No felony conviction in any state unless rights restored.

### ☐ **Step 2**

I purchased my state-required Notary seal and supplies at [NationalNotary.org/VA/Renew](http://NationalNotary.org/VA/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 printed and completed my Notary application using the application wizard on the [Virginia Secretary of the Commonwealth website](http://VirginiaSecretaryoftheCommonwealthwebsite). I have had my signature on Part 3 of the application notarized.

### ☐ **Step 5**

I have mailed the completed, notarized application and application payment receipt to:

Office of the Secretary of the Commonwealth  
Notary Public Division  
P.O. Box 1795  
Richmond, VA 23218-1795

### ☐ **Step 6**

I have received a digital copy of my new commission certificate.

### ☐ **Step 7**

I have scanned and emailed a copy of my commission certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or faxed it to 1-800-833-1211 to have my Notary seal made. Once my documents have been received, my stamp will be shipped within 3-5 business days.



NATIONAL  
NOTARY  
ASSOCIATION



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

**Questions? Contact our Customer Care Professionals**

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

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

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