



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](http://www.VirginiaSecretaryoftheCommonwealth.com) 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 scanned and emailed a copy of my commission certificate to 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.