

Vermont Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/VT/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 VT resident, or have a place of employment or practice in VT**
- **Be a citizen or permanent legal resident of the U.S.**

Step 2

I purchased my Notary supplies at www.NationalNotary.org/VT/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 completed and signed my Oath of Office form and had it notarized.

Step 5

I have completed my application online at <https://www.sec.state.vt.us/professional-regulation/online-licensing.aspx> and paid the non-refundable application fee.

Step 6

I have received my commission certificate from the state.

Step 7

I have emailed a copy of my commission certificate to Releasing@NationalNotary.org, or faxed it to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

Step 8

I have received my stamp.