



# Vermont Notary Commission Process

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

### ☐ **Step 1**

I am eligible to become a Notary and am in compliance with the minimum qualifications:

- 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 have completed my state-approved continuing education training.

Renewal Exceptions: ([Per Notary FAQs on State Website](#))

- Those notaries public who are exempt from the continuing education requirement under Vermont law (a list of notaries public who are exempt from the continuing education requirement can be found [here](#)); and
- Those notaries public who obtained a notary public commission within the last two years (on or after February 1, 2021).

### ☐ **Step 3**

I have completed my [Notary commission application](#) online and paid the non-refundable application fee.

### ☐ **Step 4**

I have received my commission certificate from the state.

### ☐ **Step 5**

I ordered any Notary supplies that I want at [NationalNotary.org/VT/Renew](#) or I called 1-800-876-6827.

### ☐ **Step 6**

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

*The NNA is a national provider of Notary supplies, training, bonds, and insurance. Your Vermont Notary commission is issued through the Secretary of State's Office of Professional Regulation.*

#### **Questions? Contact our Customer Care Professionals**

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

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

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