



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 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 application online: <https://sos.vermont.gov/notaries-public/forms-instructions/>

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 www.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, or faxed it to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

Step 7

I have received the supplies that I ordered.