



Vermont Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**

I am eligible to renew as 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**
- **A citizen or permanent legal resident of the U.S.**
- **Not be disqualified by law**

❑ **Step 2**

I purchased the state-required continuing education course and my Notary supplies from NationalNotary.org/VT/Renew or called 1-800-876-6827.

NOTE: Please review the [exemption list](#) to determine if you are eligible for a continuing education course exemption.

❑ **Step 3**

I have completed the Vermont continuing education course and received my certificate of completion.

❑ **Step 4**

I have completed my [Notary commission application](#) online, upload the continuing education certificate of completion and paid the non-refundable application fee.

❑ **Step 5**

I have been notified by email from the OPR that my Notary application was approved. I have downloaded and printed my commission certificate through OPR's [website](#).

❑ **Step 6**

If I ordered a stamp, I have emailed a copy of my commission certificate to Releasing@NationalNotary.org, or faxed it to 1-818-332-4019. 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

Website: www.NationalNotary.org/VT/Renew

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