



Wisconsin Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

☐ **Step 1**

I am eligible to renew as a Notary and am in compliance with state requirements:

- 18 years or older
- Permanent U.S. resident
- Minimum eighth-grade education
- Familiar with the duties and responsibilities of a Notary as demonstrated via the online tutorial
- No felony or misdemeanor convictions that involve public trust unless pardoned.

☐ **Step 2**

I purchased my state-required Notary bond, seal and supplies at NationalNotary.org/WI/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.). Once my documents have been received, my stamp will be shipped within 3-5 business days. I must receive my new seal stamp **BEFORE** submitting my application.

☐ **Step 4**

I have contacted the NNA at 1-800-876-6827 if I did not provide my county at the time of my purchase. (This information is required to execute my bond.)

☐ **Step 5**

Within two business days, the NNA has sent me my bond.

☐ **Step 6**

I have passed the [Wisconsin Notary Public tutorial](#), and have printed my completion certificate.

☐ **Step 7**

I have had a Notary administer the oath of office.

☐ **Step 8**

I have filled out and submitted my [Notary commission application](#) along with my exam certificate, bond form, oath of office and the state fee to the Notary Records Section of the Wisconsin Department of Financial Institutions by email or mail.



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☐ **Step 9**

I received my commission certificate from the state within two to ten weeks.

NOTE: Any [Wisconsin Notary package](#) you purchase from the NNA will include your state required items: Notary bond and stamp . It's the best and most convenient way to make sure you have everything you need to renew as a Wisconsin Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/WI/Renew

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