

# HOW TO BECOME A NOTARY

## START

### 1. QUALIFICATION

Check your state's requirements. In most states, you must:

- Be 18 years old or older.
- Be a legal resident of the state.
- Have no felony convictions.

### ADDITIONAL REQUIREMENTS

It's also good to know in advance if your state requires Notaries to:

- Take a training course.
- Pass an exam.
- Pass a background check.
- File a surety bond.



### YOU'RE QUALIFIED!

### 2. COMMISSION

The process to become a Notary generally includes these steps:

- Send your application and fee to the state's regulating office.
- Receive your commission documents.
- Take your oath of office.

### YOU'RE COMMISSIONED!

### 3. SUPPLIES

You'll typically need an official stamp and journal. Also consider:

- A Notary Errors & Omissions insurance policy.
- A guide for checking ID cards.

### YOU'RE READY!

### GO NOTARIZE!

### PROMOTION

Spread the word! Let everyone know that you're a Notary.

- Have business cards or marketing materials created.
- Add your Notary status to your Facebook and LinkedIn profiles.
- Create your own website.