

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/NM/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 state requirements:

- 18 years or older;
- Resident of New Mexico or employed in the state;
- I am able to read and write English;
- I have not been convicted of a felony or crime involving fraud, dishonesty, or deceit in the last five years;
- I have not had a notary public commission denied, suspended, or revoked in another state.

☐ Step 2

I purchased my state-required Notary bond, journal, seal, and supplies at www.NationalNotary.org/NM/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.).

☐ 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

If my commission has been expired for more than one year, I have completed the training and exam.

☐ Step 6

Within 2 business days, the NNA has emailed my bond.

☐ Step 7

I have completed my [Notary commission application](#) online and submitted it with the application fee and certificate of completion of the course and exam.

☐ Step 8

Once approved, the state will issue the Certificate of Commission or Notice of Approval. I have emailed a copy of one of these documents to releasing@nationalnotary.org or via fax to 1-800-833-1211. Once my document has been received, my stamp will be shipped within 3-5 business days.

☐ Step 9

Within 45 days of my application being approved, I have provided proof of my Notary stamp by sending in the stamp registration form.