



South Dakota Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

❑ **Step 1**

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

- **18 years or older**
- **A SD resident, or nonresident from a county bordering SD and working in state**
- **No felony convictions**

❑ **Step 2**

I purchased my state-required Notary seal and supplies at NationalNotary.org/SD/Become or I called 1-800-876-6827 and provided my county.

❑ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.), including my seal stamp.

❑ **Step 4**

I have received my bond and application.

❑ **Step 5**

I completed my Notary [commission application](#) and sent it with my \$30 commission fee to:

Office of the Secretary of State
Notary Public Division
500 East Capitol Avenue
Pierre, SD 57501

❑ **Step 6**

I have received my commission certificate from the state.

❑ **Step 7**

I have emailed a copy of my commission certificate to the NNA if I purchased Errors & Omissions Insurance: Releasing@NationalNotary.org, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/SD/Become

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