



Arkansas Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ Step 1

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

- 18 years or older
- U.S. citizen or permanent alien; reside in AR or adjoining state and employed in AR or nonresident spouse of U.S. military member employed or operating a business in AR
- Must be able to read and write English
- No commission revocation in 10 years
- No lifetime felony conviction
- I have reviewed the law concerning Notaries Public and understand the duties

❑ Step 2

I purchased my state required Notary seal and supplies at NationalNotary.org/AR/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 bond purchase. The NNA will mail my bond to me.

❑ Step 5

I have completed the required Arkansas Notary Public exam online by answering at least 24 of the 30 questions correctly.

❑ Step 6

I searched for my current notary commission in the state's online database at <http://bcs.sos.arkansas.gov> . Once I have selected my information, I completed the renewal application and uploaded a copy of my surety bond and Certificate of Arkansas Notary Exam Completion.

❑ Step 7

I have submitted my completed application online no earlier than 60 days before my current commission expires, and paid the \$20 filing fee. *Processing time is 2-4 weeks.*

❑ Step 8

I have received an email from the Secretary of State's office that my application has been accepted and processed, and I have downloaded my two Oath of Commission Certificates from the online portal.



❑ **Step 9**

I have taken my two oath of Commission certificates and my **original** bond form to the circuit clerk of my residence county to be filed.

❑ **Step 10**

I have returned one of the original completed Oath of Commission Certificates with the circuit clerk's file mark by mail or in person to:

Arkansas Secretary of State
1401 W. Capitol Avenue, Suite 250
Little Rock, AR 72201

The circuit clerk's office may offer to do this for you. Please note each county is different.

❑ **Step 11**

I have received my Certificate of Commission and new Notary Public identification card from the Secretary of State, and I have emailed a copy of my identification card with my NNA Customer ID to: Releasing@NationalNotary.org or via fax 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/AR/Renew

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