



Illinois Non-Resident 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
- IL resident, or non-resident residing in IA, KY, MO, IN or WI employed in IL for at least 30 days
- U.S. citizen or alien lawfully admitted for permanent residence
- Must be able to read and write English
- No felony convictions
- No commission revocation or suspension in the last 10 years

Step 2

I purchased my state-required course and exam, Notary seal, and supplies at NationalNotary.org/IL/Become-NR or I called 1-800-876-6827.

Step 3

I have received the supplies that are not dependent upon my commission (e.g. Notary journal, Illinois Notary primer, etc.).

Step 4

I have read the [Illinois Notary Public Handbook](#) and Illinois Notary Laws

Step 5

I have taken my [Notary training class and passed the exam](#).

Step 6

I have purchased a \$5,000 surety bond through the NNA (\$30,000 if I will be notarizing remotely). I have completed the instructed sections on the [Illinois Non-Resident Notary Application](#) and emailed it to applications@nationalnotary.org. The NNA will email my completed bond form back to me.

Step 7

I sent my completed application/bond form, a photocopy of my driver's license or state ID card, my course and exam certificate of completion, and filing fee to **Secretary of State Index Department, 111 E. Monroe, Springfield, IL 62756**

Step 8

I have received my commission from the Illinois Secretary of State.

Step 9

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number 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.



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NOTE: Any [Illinois Notary package](#) you purchase from the NNA will include all of your state required items: Notary bond, Notary stamp, and Notary journal. It's the best and most convenient way to make sure you have everything you need to become an Illinois Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/IL/Renew

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