



Montana Notary Commission Process

Step-by-Step Instructions to Begin or Renew Your Notary Commission

State Eligibility and Requirements:

Before submitting your application, ensure that you are eligible to become a Notary and are in compliance with state requirements:

Qualifications:

- 18 years or older
- Reside in MT minimum of 30 days
- No felony conviction; no Notary commission denied, revoked or restricted in any state

Requirements:

- Training is required for new Notaries, renewing Notaries with 30 days or more expired commission and those who have received a filing of complaint
- Bond is required; minimum \$10,000
- Seal is required; inked rubber stamp; Notary's name, "Notarial Seal" or "Notary Public", "State of Montana", "Residing at (CITY)", comm. expiration date (month/day/four-digit year)
- Journal is required

Instructions:

➤ Step 1 – Obtain Your State-Required Bond, Seal and Supplies

- Purchase your NNA® New or Renewing Notary Supply Package online at NationalNotary.org or by calling the NNA at 1-800-876-6827.
- The NNA will immediately ship the supplies in the package that are not dependent on the commission (e.g. journal, law primer, membership, etc.).
- Please contact us at 1-800-876-6827 if you didn't provide your county or commission expiration date at the time of your order. This information is required to execute your bond.
 - New Notaries: The NNA will send your bond and application to you immediately.
 - Renewing Notaries: The NNA will mail your bond and application 30 days prior to your commission expiration date.

➤ Step 2 – Download, Complete, and Submit Your Application

- Download and complete your Montana Notary application:
 - New Notaries: <http://cdn.nationalnotary.org/pdf/mt-notary-app.pdf>
 - Renewing Notaries: <http://cdn.nationalnotary.org/pdf/mt-notary-app-renew.pdf>
- Follow the instructions on the application for submitting to the state:
 - NOTE: all required fees and documents must be submitted within 30 days of (before or after) the effective date of the bond.
 - New applicants must have satisfactorily completed a certified training course;
 - Provide all required information and sign application;
 - Have application NOTARIZED;
 - Attach the correct amount of fee payment;
 - Mail **original** application, bond and fee to:

Montana Secretary of State
Certification and Notary Services
P.O. Box 202801
Helena, MT 59620-2801

- The state will issue your commission. You will receive a commission certificate and a copy of the Montana Notary Public Handbook within approximately 10-14 days.
- Send a copy of the commission certificate to the NNA. Please include a cover sheet with your Member ID number and send to "Attention: Customer Service."
 - Fax to 1-800-833-1211, or
 - Scan and email to Releasing@NationalNotary.org.

➤ Step 3 – Receive Your Official Notary Seal

- The NNA will manufacture the seal stamp according to information on the Commission Certificate and ship it within three business days of receiving the fax.

Order Your Supplies Today!

In addition to assisting you with the application process and bond requirements, the NNA can also provide you with all your state-supported supplies, insurance and more. Order your journal and errors and omissions insurance today.

Questions? Contact Our Customer Care Professionals:

Email: Services@NationalNotary.org

Website: www.NationalNotary.org

Phone: 1-800-876-6827

(Monday – Friday, 6:00 a.m. PT – 5:00 p.m. PT)

www.NationalNotary.org/Montana

NATIONAL NOTARY ASSOCIATION