

## Steps to Renew a Notary Commission

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

**All applicants must continue to meet the qualifications and complete the renewal application through our online notary filing system.**

To renew your Nebraska Notary Public Commission, you must continue to meet the following qualifications:

- Be at least 19 years old;
- Be a citizen of the United States or qualified alien;
- Have a current Notary Public commission
- Be a resident of Nebraska; or reside in a bordering state and maintain a Regular place of work or business in Nebraska.
- Have not been convicted of a felony, or a crime involving fraud or dishonesty within the previous five years.

### Step 1: Obtain a \$15,000 Notary Surety Bond

These are available from most Nebraska insurance agents, as well as through various online providers. The Secretary of State's Office does not provide bonds.

When applying for your bond, you must use the name that you intend to use as your official notary name. Your bond should reference your home address, not your business address. The applicant must sign the bond twice – once as the “principal” of the bond, and the second time in front of another notary public when completing the oath of office. Applicant signatures must be consistent on the bond.

Purchase of an errors and omissions policy is optional, and you do not have to provide proof of such coverage to our office.

### Step 2: Complete the Online Renewal Application

1. **Go to the [Secretary of State's Online Notary Portal](#) and login to your account. (If you don't have an account, simply click the login button and you'll see where you can create one. This is your user profile for the site.)**
2. **Complete the online process to renew your commission .**
  - o Once logged in, click the Search button in the menu options.
    - Search for your name as it is commissioned.

- Click on your name when it appears, and a window should appear on the right-hand side.
  - Click on “File Amendment” and then select “Notary Public Renewal Application”. Please note a renewal application may only be submitted 30 days prior to your expiration date.
- o You will need to upload your bond, and possibly other supporting documents. Before beginning the online process, save PDFs of these documents for easy access.
  - o Have your payment information ready. The \$30 filing fee can be paid online by credit/debit card or eCheck. State of Nebraska employees may use Interagency Billing Transaction (IBT).

**3. If you are currently registered as an Online Notary Public or Electronic Notary Public, complete the Special Services step on the renewal application if you will continue offering Electronic and/or Online Notarization.**

The system will not allow you to submit the application if any information is missing. If you are missing information to complete your application, you may save your work as a draft and return to finish the application through “My Work Queue”. You will also be able to track the process of your application by logging in and checking your “My Work Queue.” You will receive an email notifying you when your application has been processed.

### **Step 3: Download your commission certificate**

Once you receive the email notifying you that your commission has been approved, log into the [portal](#) to download your new Commission Certificate. Print your certificate and take it to any office supply store to order your notary ink stamp seal. You must use an ink stamp seal engraved with the following:

- a. State of Nebraska
- b. General Notary or General Notarial
- c. Your name as commissioned
- d. The expiration date of the commission

**To apply for In-person Electronic Notary or Online Notary, please review the separate qualifications and instructions available on our [website](#).**

**If your notary commissioned has expired, please view the steps to Obtain a New Notary Commission available on our [website](#).**

If you have any questions, please contact the Notary department at: [sos.notary@nebraska.gov](mailto:sos.notary@nebraska.gov) or (402)471-2558.