

Steps to Obtain an Initial Notary Commission

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To become a Nebraska Notary Public, you must meet the following qualifications:

- Be at least 19 years old;
- Be a citizen of the United States or a qualified alien;
- 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: Take and pass the Nebraska Notary Exam

[Nebraska Notary Exam](#)

Click the link above to take the exam. Review the duties and obligations under [Notary Statutes](#), [Frequently Asked Questions](#), and [Rules and Regulations](#) on our website to assist you in preparing for the exam. You will be redirected to ClassMarker to complete the exam online.

Complete the test without assistance from others. The exam consists of 20 questions. You will have three attempts to achieve a passing score of 85% prior to being commissioned. Upon passing the exam, you will receive a digital passing examination certificate. The passing exam score will be valid for 90 days from the date of examination. If you are not successful after three attempts, you will no longer be eligible to be a notary public in Nebraska.

Please save a copy of your passing examination certificate as a PDF to upload when you file your application online.

Step 2: 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 3: Complete the Nebraska Notary Public Online 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 for an initial commission or an amendment – new commission for expired notaries.
 - o You will need to upload your exam certificate, 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).

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 “Notary Work Queue.” You will receive an email notifying you when your application has been processed.

Step 4: 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

You may apply to become an In-person Electronic Notary and/or Online Notary while applying for your initial commission. To apply for In-person Electronic Notary or Online Notary, please review the separate qualifications and instructions available on our [website](#).

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

Mailing Address: Notary Division, P.O. Box 95104, Lincoln, NE 68509-5104