

ARIZONA | Notary Instruction Sheet

STEP 1: Take and Pass State Required Exam

- ☐ All new and renewing Notary applicants must register for your Arizona Notary Exam by clicking this link below:
<https://www.iqtesting.com/RegistrationV2008/Default.aspx>
- ☐ Click on "Notary Exam Registration" to register for and take the exam. Choose "AZNOT and Arizona Secretary of State" for the Organization and Exam.
- ☐ Exam fee is \$46.75 paid to Prometric. Per your employer's policies, either request the exam fee internally or pay the fee yourself and request reimbursement.
- ☐ If your employer requires you to take the National Notary Association exam prep course, you will receive an email from the NNA with the training link to access the exam prep course.
- ☐ The exam can be taken online or in-person.
 - Online Option: You will choose "Remote Proctor" as your delivery method for the examination. If you select the online option, you will need to be able to download the Prometric software onto your computer. Prometric recommends use of a personal computer as your VPN needs to be closed, and you will need a camera to be on during the entire exam. The exam proctor may ask you to scan the area you are in and remove items from the area. You will have access to the Arizona Notary Public Manual during the exam although no other exam aides will be allowed.
 - In person examination: You will choose "Test Center" as your delivery method for the examination. Schedule an exam at one of Prometric's ten live testing locations in Arizona that appears in the search results on the exam registration website.
- ☐ Upon successful completion of the exam, applicants will receive a passing score letter that includes an assigned Candidate ID number. The state's online application will prompt the applicant to enter their Candidate ID number. All applicants must submit the Notary application within 90 days of passing the exam.
- ☐ If you fail the exam, you must wait 30 days before retaking the exam. If you fail the exam 3 times, you must wait 1 year before retaking the exam.

STEP 2: Complete and Return Your Application

- ☐ The NNA will Email your Notary bond to you within 24 to 48 hours of receiving your order information.
- ☐ Download and print two bond forms from the NNA email:



**IF YOU HAVE ANY QUESTIONS, PLEASE CALL NNA'S
TRUSTED NOTARY SUPPORT TEAM AT 1-877-876-0827**

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- Take the bond forms to a Notary Public to have the bond forms notarized. You may not notarize the bond forms yourself.
- Do not complete the bond forms until you are in the presence of a Notary Public.
- ☐ Complete your application online at:
<http://apps.azsos.gov/apps/notary/application/>
 - You will need your exam Candidate ID number provided to you in Step 1.
 - You will be prompted to print your Notary application at the end of the online application process.
- ☐ Per your employer's policies, either obtain a filing fee check payable to the Secretary of State for the amount specified on the application or pay the fee yourself and request reimbursement.
- ☐ Mail all the items below in one envelope:
 1. Original completed Notary application
 2. Original notarized bond form (keep a copy for your records)
 3. Copy of Arizona driver license or identification card
 4. Application fee

To:
Secretary of State
Attn: Notary Dept.
1700 W. Washington Street, 7th Floor
Phoenix, AZ 85007-2808

STEP 3: Receive Your Notary Stamp

- ☐ Within four weeks to six weeks, the state will issue your Notary Commission Certificate by Email.
- ☐ Fax a copy of your Commission Certificate to the NNA at 800-833-1211 or Email to Releasing@NationalNotary.org. Once your documents have been received, your stamp will be shipped.
- ☐ When you receive your Notary stamp, you may begin performing duties of a Notary Public for the State of Arizona.



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