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## You just became a notary, what do you do next?

If you just became a notary, the checklist below will guide you in the next steps.

- 1. Order your notary bond and supplies. From the start of your commission (see date on envelope), you have 30 days to record the bond. Order at our website: [NotaryX.com](http://NotaryX.com). We include links to other notary suppliers to compare prices and selection. Order the bond from us before 5:00pm and we will mail the bond the next morning, including Saturdays.
- 2. Wait for the yellow packet from the state. You may already have it. If you haven't received it, it should arrive within 3 days from our mailing. If the packet does not arrive, call the Secretary of State and have another packet sent.
- 3. Send your Certificate of Authorization to Manufacture Notary Public Seals to your notary stamp (seal) provider. We have sent an envelope for this purpose. When we receive your Certificate, we mail your supplies the next morning.
- 4. Wait for the bond to arrive by mail. When the bond arrives, check it carefully to make sure personal information is correct.
- 5. Decide whether you will record the bond in person (easy) or by mail (more difficult).
- 6. Record the bond in person. Take the Bond and Power of Attorney that we sent, your two Oaths of Office, your commission (with black state seal), CA ID, and money to the county recorder. The county recorder will swear you in as a notary.
- or
- 6. Record the bond by mail. Take your Oaths of Office to a notary with the same county on their stamp as your listed county. Have them notarize the two oaths of office. Check the county recorders website to find the cost of recording a two page notary bond. Sign the bond in the space below your name. Make two copies of the bond and Power of Attorney. Put one set aside for your files. Mail to the county recorder: your two notarized Oaths of Office, the original bond and PofA, a copy of the the bond and PofA, a copy of your commission, a self-addressed stamped envelope, a letter asking for a conformed copy of the bond, and the recording fees.
- 7. When the stamp arrives, make sure all the information is correct.
- 8. Begin notarizing.

**You have 30 days to obtain and record your bond. Don't delay. Important: original "Certificate of Authorization to Manufacture Notary Public Seals" must be sent to us before we release your notary stamp (see below). E-mail us at [NotaryXUSA@gmail.com](mailto:NotaryXUSA@gmail.com) if you have questions.**