

Montana Commission Application & Renewal Checklist

New applicant

- Confirm statutory qualifications.
- Complete at least four hours of approved education within the prior 12 months.
- Pass the required Montana examination within the current rule's timing window.
- Obtain the required \$25,000 assurance/bond.
- Complete the online application.
- Upload training/exam certificates and bond/supporting documents.
- Pay the required filing fee.
- Submit within the statutory bond/commission timing window.
- After commissioning, obtain/use compliant tools and maintain the required journal.

Renewal applicant

- Complete one of the statutory continuing-education pathways.
- Pass the required examination.
- Renew assurance/bond.
- File renewal and supporting documentation within the required timing window.

Remote/electronic services

Do not begin remote/electronic notarization merely because the traditional course is complete. Separate approved training/examination, notice, and system/technology requirements apply.