



Alabama Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**

I am eligible to renew as a Notary and am in compliance with state requirements:

- Be at least 18 years old
- Resident of Alabama (Reside in the county where you apply)
- Read and write English
- No felony convictions unless pardoned and had civil and political rights restored
- Must not be going through Bankruptcy
- Must not be under an ongoing adjudication of incapacity

❑ **Step 2**

I have purchased my NNA® Notary renewal supply package at NationalNotary.org/AL/Renew or called 1-800-876-827 to place my order. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

❑ **Step 3**

I have submitted my [application](#) for approval to my county's Probate Office and included the state application fee and a copy of my driving license.

❑ **Step 4**

I have completed the training program prepared by the Alabama Probate Judges Association and the Alabama Law Institute and printed the Course Completion Certificate. Training can be accessed by following this [link](#).

❑ **Step 5**

Now that my application has been approved, a letter of appointment was sent to me. I have scanned and emailed the commission letter to Releasing@NationalNotary.org or faxed it to 1-800-833-1211 to activate my bond.

❑ **Step 6**

I obtained my \$50,000 Notary bond and submitted both my Course Completion Certificate and the bond to the county probate judge within 40 days of receiving my appointment letter.

❑ **Step 7**

My commission certificate was mailed to me, and I have emailed a copy to Releasing@NationalNotary.org or faxed it to 1-800-833-1211 to have my Notary seal made.

❑ **Step 8**

Once my documents have been received, my stamp will be shipped within 3-5 business days.

NOTE: Any [Alabama Notary package](#) you purchase from the NNA will include all of your state required items: Notary bond, and Notary stamp. It's the best and most convenient way to make sure you have everything you need to renew as an Alabama Notary.



NATIONAL
NOTARY
ASSOCIATION



Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/AL/Renew

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)