

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/AL/Become](http://www.NationalNotary.org/AL/Become)

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

### ☐ Step 1

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

- Be at least 18 years old
- Resident of Alabama
- Read and write English
- No felony convictions unless pardoned and had civil and political rights restored
- Approval by county probate judge required

### ☐ Step 2

I have purchased an NNA® Become a Notary supply package at [NationalNotary.org/AL/Become](http://NationalNotary.org/AL/Become) or called 1-800-876-6827 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 contacted the NNA at 1-800-876-6827 if I did not provide my county at the time of my order. This information is needed to execute my bond, which will be mailed via USPS.

### ☐ Step 4

The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

### ☐ Step 5

I have completed the training program prepared by the Alabama Probate Judges Association and the Alabama Law Institute. Training can be accessed by following this link: <https://alpja.org/?course=notary-public-training-course>

### ☐ Step 6

I have submitted my application for approval to the Office of the Probate Judge. When the application has been approved, a letter of appointment will be sent to me. I have scanned and emailed the commission letter to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or faxed it to 1-800-833-1211 to activate my bond.

### ☐ Step 7

I have obtained my \$50,000 Notary bond and filed it with the county probate judge within 40 days of receiving my appointment letter. My commission certificate will be mailed to me.

### ☐ Step 8

I will scan and email a copy of my commission certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or fax it to 1-800-833-1211 to have my Notary seal made.

### ☐ Step 9

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