Maryland Notary Commission Process
Step-by-Step Instructions to Begin My Notary Commission

☐ Step 1

Ensure that you are eligible to become a Notary and am in compliance with state requirements:
https://sos.maryland.gov/Notary/Pages/SOS_ORDERFORM.aspx

- **Be at least 18 years old;**
- **Be a resident of the State; or have a place of employment or practice in the State;**
  If living in the State, must be appointed by the senator representing the district in which you live; and if living outside the State, be a resident of a state that allows Maryland residents working in that state to serve as notaries public in that state
- **Must be of good character, integrity and abilities.**

☐ Step 2

Purchase my state-required supplies at NationalNotary.org/MD/Become or call
1-800-876-6827. 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 completed my state-approved training and exam.

☐ Step 4

Complete your application at https://www.egov.maryland.gov/sos/notary/#/new. Be sure to have the information for three references (not family members or your employer) and a digital

image of your driver's license or valid government issued ID available for upload.

☐ Step 5

The state will send my commission certificate to the clerk of the circuit court in your county along with an email directing you to appear at the clerk's office within 30 days. An appointment fee will apply.

☐ Step 6

To receive my stamp, scan and email a copy of my commission certificate
to Releasing@NationalNotary.org or fax to 1-800-833-1211. Be sure to include my NNA customer number. Once my documents have been received, my stamp will be shipped within 3 business days.