



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:

- **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**

I have completed my [Notary commission application](#). Including the information for three references (not family members or my employer) and a digital image of my driver's license or valid government-issued ID available for upload. I have also uploaded electronic images of my certificates of course completion and passing of the exam, the state senator or the county I wish to be commissioned in, and my \$25 application fee.

☐ **Step 5**

The Division will forward my application to my state senator for endorsement. If the senator approves, my application will be returned to the Secretary of State where your appointment will be made upon approval by the Governor. They will send your Notary commission to the Clerk of the Circuit Court's Office.

☐ **Step 6**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: Releasing@NationalNotary.org or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/MD/Become

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