



Maine Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

❑ **Step 1**

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

- **18 years or older**
- **Able to read and write the English language**
- **Resident of Maine or a non-resident with a business or place of employment located in Maine**
- **Not have been convicted of or pled guilty or no contest to a disqualifying offense**
- **Not have been convicted of or pled guilty or no contest to any crime punishable by one year or more of imprisonment**
- **Not have been convicted of any crime involving fraud, dishonesty or deceit**
- **Not have received a finding or have made any admission of liability in any legal proceeding or disciplinary action against you based on fraud, dishonesty, or deceit;**
- **Not had a Notary commission in any state revoked, suspended, conditioned, or not renewed for cause.**

❑ **Step 2**

I purchased my state-required Notary seal and supplies at NationalNotary.org/ME/Become or I called 1-800-876-6827.

❑ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

❑ **Step 4**

I completed my [Notary commission application](#), included my state fee, and sent it to:

Division of Corporations, UCC and Commissions
Notary Public Section
101 State House Station
Augusta, ME 04333-0101

❑ **Step 5**

I have received my commission certificate from the state.

❑ **Step 6**

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

❑ **Step 7**

Within 30 days of appointment, I have been sworn into office by a Dedimus Justice.



❑ **Step 8**

Within 45 days of appointment, I returned the commission certificate to the Secretary of State.

NOTE: Any [Maine Notary package](#) you purchase from the NNA will include your state required item: Journal. It's the best and most convenient way to make sure you have everything you need to become a Maine Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/ME/Become

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