



Alabama Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: <http://www.nationalnotary.org/AL/Renew>

Phone: 1-800-876-6827 (M-F, 6am–5pm 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 my NNA® Notary renewal supply package at NationalNotary.org/AL/Renew or called 1-800-876-827 to place my order.

☐ Step 3

I have contacted the NNA if I did not include my county or commission expiration date at the time of my order. This information is needed to execute the bond, which will be sent to me 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 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 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.