

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto: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<sup>®</sup> Notary renewal supply package at [NationalNotary.org/AL/Renew](http://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<sup>®</sup> will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

### Step 5

The commission application procedures vary by county, so I have received my application from the Office of the Probate Judge.

For Baldwin, Geneva, Macon, and Mobile counties – submit my application for approval to the Office of the Probate Judge. When my application has been approved, a commission letter will be sent to me. I have scanned and emailed it to [Applications@NationalNotary.org](mailto:Applications@NationalNotary.org) or faxed it to 1-800-833-1211 to activate my bond.

For all other counties, the NNA will issue my bond once my order is placed and I have provided my county and commission expiration date.

### Step 6

Once I have received my bond, I have brought it to the Office of the Probate Judge to file it and take my Oath of Office. My commission certificate will then be mailed to me.

### Step 7

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 8

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