



Delaware Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

☐ **Step 1**

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

- 18 years or older
- Must be able to read and write English.
- Legal resident of DE, or a non-resident who maintains an office or regular place of employment in DE.
- Citizen or legal resident of the United States
- Must have reasonable need for commission
- Must be of good character and reputation; no felony convictions unless rights have been restored; no conviction involving dishonesty or moral turpitude

☐ **Step 2**

I purchased my state-required Notary seal and supplies at NationalNotary.org/DE/Renew or 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 have submitted my [Notary commission application](#).

☐ **Step 5**

I have received my commission certificate from the state.

☐ **Step 6**

I have signed and taken my oath of office before a Notary Public. I have emailed a copy of my notarized oath to the Secretary of State at notary@delaware.gov before performing any notarial act.

☐ **Step 7**

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.

NOTE: Any [Delaware Notary package](#) you purchase from the NNA will include your state required items: Notary stamp and journal . It's the best and most convenient way to make sure you have everything you need to renew as a Delaware Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/DE/Renew

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