



# Delaware Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/DE/Renew](http://www.NationalNotary.org/DE/Renew)

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

### ☐ Step 1

I am eligible to become 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.
- Reasonable need for commission
- 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 [www.NationalNotary.org/DE/Renew](http://www.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 application at <https://notary.delaware.gov/apply-notary-commission/>

### ☐ 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](mailto: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](mailto:Releasing@nationalnotary.org) or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

### ☐ Step 8

I have received my seal stamp and insurance.