

## 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**
- **Reside in DE, or nonresident working 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 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 commission application and sent it to:

**Notary Public Section  
401 Federal St, Suite 4  
John G. Townsend Bldg.  
Dover, DE 19901**

### Step 5

I have received my commission certificate from the state.

### Step 6

Within 30 days, I have printed out and taken my commission certificate to the recorder of deeds in the county where I live for recording.

*New Castle County residents must also register with the Prothro Notary's Office.*

### 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.