Maryland Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**
Ensure that you are eligible to become a Notary and am in compliance with state requirements:

- **Be at least 18 years old**
- **Be a resident of the MD or have a place of employment or practice in the MD**
- **Must be of good character, integrity, and abilities.**

❑ **Step 2**
Purchase my state-required supplies at NationalNotary.org/MD/Renew or call 1-800-876-6827. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

❑ **Step 3**
I have received an email from the NNA training center with instructions on how to access my online course.

❑ **Step 4**
I completed my state-approved course and printed out the Certificate of Completion, as it must be submitted online during my commission renewal process.

❑ **Step 5**
I logged in to the Maryland SOS website and looked up my account to renew my commission online.

Before starting the Maryland Notary commission renewal process online, I made sure to have the following ready:

- Valid government-issued ID (such as a driver's license)
- Certificate of course completion
- Application fee

NOTE: You can renew your notary commission **60 days before** your current notary commission expires. You have until **30 days after** your commission expires to renew your notary commission. Failure to do so will result in you having to apply for a new commission.

❑ **Step 6**
I have received an email confirming that my Notary commission has been approved, along with instructions to re-appear before the Clerk of the Circuit Court in my county to take my Oath of Office.

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❑ **Step 7**
I have taken my Oath of Office at the Clerk of the Circuit within 30 days of my commission approval.

❑ **Step 8**
I have received my Notary commission certificate via email from the state.

❑ **Step 9**
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 1-818-332-4019. Once my documents have been received, my stamp will be shipped.

NOTE: Any Maryland Notary package you purchase from the NNA will include your state required items: Notary training and exam, stamp and journal. It's the best and most convenient way to make sure you have everything you need to renew as a Maryland Notary.

Questions? Contact our Customer Care Professionals
Email: Services@NationalNotary.org
Website: www.NationalNotary.org/MD/Renew
Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)