

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)

☐ Step 1

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

https://sos.maryland.gov/Notary/Pages/SOS_ORDERFORM.aspx

- **Be at least 18 years old;**
- **Be a resident of the State; or have a place of employment or practice in the State;**
if living in the State, must be appointed by the senator representing the district in which you live; and if living outside the State, be a resident of a state that allows Maryland residents working in that state to serve as notaries public in that state
- **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 completed my state-approved training.

☐ Step 4

Complete your application at <https://www.egov.maryland.gov/sos/notary/#/renew..>

☐ Step 5

The state will send your commission certificate to the clerk of the circuit court in your county along with an email directing you to appear at the clerk's office within 30 days. An appointment fee will apply.

☐ Step 6

Email a copy of your commission certificate to Releasing@NationalNotary.org or fax it to 1-800-833-1211. Once your document has been received, your stamp will be shipped within 3 business days.