



Maryland Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**

Ensure that you are eligible to renew as 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 completed my state-approved training.

❑ **Step 4**

I have completed my [Notary renewal commission application](#).

❑ **Step 5**

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

❑ **Step 6**

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 [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)