

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:

- **Be at least 18 years old**
- **Live or work in the state of Maryland**
- **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

Download and complete my application here:

https://www.nationalnotary.org/file%20library/nna/applications/maryland_state-application.

Be sure to follow instructions closely to provide all required information before submitting.

❑ Step 4

Mail my completed application and application fee to:

**Office of the Secretary of State
State House
Annapolis, MD 21401**

❑ Step 5

The state will send my commission certificate to the clerk of the circuit court in the my county along with a postcard directing me to appear at the clerk's office within 30 days; a fee will apply.

❑ Step 6

To receive my stamp, scan and email a copy of my commission certificate to:

Releasing@NationalNotary.org or fax to 1-800-833-1211. Be sure to include my NNA customer number. Once my documents have been received, my stamp will be shipped within 3 business days.