



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/ME/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:

- o 18 years or older;
- o Able to read and write the English language;
- o Resident of Maine or a non-resident with a business or place of employment located in Maine;
- o Not have been convicted of or pled guilty or no contest to a disqualifying offense;
- o Not have been convicted of or pled guilty or no contest to any crime punishable by one year or more of imprisonment;
- o Not have been convicted of any crime involving fraud, dishonesty or deceit;
- o Not have received a finding or have made any admission of liability in any legal proceeding or disciplinary action against you based on fraud, dishonesty, or deceit;
- o Not had a Notary commission in any state revoked, suspended, conditioned, or not renewed for cause.

☐ Step 2

I purchased my state-required Notary seal and supplies at www.NationalNotary.org/ME/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 online [https://www.maine.gov/sos/cec/notary/Notary Public Application.pdf](https://www.maine.gov/sos/cec/notary/Notary%20Public%20Application.pdf)

☐ Step 5

I have taken and passed my Notary Public Law and Practices Knowledge Examination online and printed my renewal application and residency verification.

☐ Step 6

I have appeared before a Notary Public (not myself) to have my application notarized.

☐ Step 7

I have had my municipal clerk or registrar of voters verify my residency in Maine.

☐ Step 8

Within 30 days of appointment, I have been sworn into office by a Dedimus Justice.

☐ Step 9

Within 45 days of appointment, I have returned the commission certificate to the Secretary of State.

☐ Step 10

I have received my commission certificate from the state.

☐ Step 11

I have emailed a copy of my commission certificate to Releasing@nationalnotary.org, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

☐ Step 12

I have received my seal stamp.