



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:

- **18 years or older**
- **Resident of ME, or nonresident employed or in business in ME**
- **Proficient in English**
- **No convictions punishable by imprisonment for one year or more or offense incompatible with Notary duties in 10 years**
- **No commission revocation in five years**

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 <http://www5.informe.org/online/notary/total/> (**ME resident**) or <http://www.maine.gov/sos/cec/notary/notapp-nh.pdf> (**NH resident**).

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.