

**NOTARY DIVISION**

OFFICE OF THE SECRETARY OF STATE  
 STATE HOUSE, ANNAPOLIS, MARYLAND 21401  
 Email: [dlnotary\\_sos@maryland.gov](mailto:dlnotary_sos@maryland.gov) or call (888) 874-0013

**TYPE OF APPLICATION:**  
**NEW \_\_ RENEWAL \_\_**

**If renewing, place notary seal next to the "State Office Use Only" box.**

**PLEASE READ APPLICATION CAREFULLY AND PRINT CLEARLY.**

To apply for your Maryland Notary Public commission, complete and return this application to the above address along with a copy of your driver's license or valid photo I.D. or valid government issued photo ID verifying your address and a non-refundable **\$9.00** fee by check or money order made payable to the **Secretary of State**. Please note that applications not accompanied by the processing fee will NOT be processed. Please do NOT staple your fee to this application. There will be a \$25.00 fee for all returned checks. Any questions email us at [dlnotary\\_sos@maryland.gov](mailto:dlnotary_sos@maryland.gov) or call (410) 974-5520.

**Maryland Residents:** Call the **Elections Office** in the county in which you reside or City of Baltimore or visit the website: [www.mdelect.net](http://www.mdelect.net) to find the information requested below, and complete the following:  
 I am a resident of the \_\_\_\_\_ Legislative District, \_\_\_\_\_ County or Baltimore City\_\_\_\_, represented by State Senator \_\_\_\_\_.

**Non-Residents:** I request to be commissioned in \_\_\_\_\_ County or Baltimore City\_\_\_\_\_.

**How would you like us to notify you? \_\_ Postcard \_\_ Email**

**PLEASE PRINT ALL INFORMATION:**

Legal name as it should appear on your commission.		<input type="checkbox"/> male <input type="checkbox"/> female	Date of Birth:
Permanent Home Address, City, State, Zip		Social Security# (Required)	
Home Phone:	Email (Required):		
Name of employer/Self-employed	Occupation:		
Work Address, city, State, Zip		Work Phone	

**Have you ever had a Notary Public commission revoked in any state? Yes\_\_ No\_\_**

**Have you ever been convicted of a crime other than a minor traffic violation? Yes \_\_ No\_\_**

**Have you ever had any civil judgments in the last 7 years, satisfied or not? Yes\_\_ No\_\_**

A thorough background check is conducted. If yes to any or all questions, please explain the nature of crime and/or civil judgment and the date of occurrence, on a separate sheet of paper, attach to this application.

**RENEWALS ONLY:**

If you have changed your name since you were commissioned, indicate old name \_\_\_\_\_

If your address changed since you were commissioned, indicate new county if this applies: New county \_\_\_\_\_

**References: List 3 references (not family members or your employer) who may be contacted to attest to your character. (Optional for renewals); Email addresses are required-please print clearly.**

Name:			Email: (Required):	<input type="checkbox"/> Male
Street Address:			Phone:	<input type="checkbox"/> Female
City:	<b>Maryland</b>	Zip:		
Name:			Email: (Required):	<input type="checkbox"/> Male
Street Address:			Phone:	<input type="checkbox"/> Female
City:	<b>Maryland</b>	Zip:		
Name:			Email: (Required):	<input type="checkbox"/> Male
Street Address:			Phone:	<input type="checkbox"/> Female
City:	<b>Maryland</b>	Zip:		

**PLEASE READ AND INITIAL EACH STATEMENT.**

- \_\_\_\_\_ A Maryland Notary Public must be familiar with and understand "The Handbook for Maryland Notaries Public" in its entirety. The handbook is located at the following website: [www.sos.state.md.us](http://www.sos.state.md.us)
- \_\_\_\_\_ A notary must always be completely satisfied with the identity of the person whose signature is being notarized. A notary is not obligated to notarize a person's signature without being sure that the person is who he or she claims to be. Always check identification and be satisfied that the ID is valid.
- \_\_\_\_\_ A notary is **not authorized** to perform marriages, certify birth, marriage/death certificates or any act that constitutes the practice of law. A notary is not an attorney and cannot practice as one.
- \_\_\_\_\_ A notary must notify the Secretary of State of any changes to the information provided on this application in writing.
- \_\_\_\_\_ A notary must always keep a fair registry book no matter how many or few notaries they perform.
- \_\_\_\_\_ A notary must contact the notary division if you are performing e-notarizations. Additional information must be provided. Call or email office at 410-974-5520 or [dlnotary\\_sos@maryland.gov](mailto:dlnotary_sos@maryland.gov) .
- \_\_\_\_\_ Do you read and write English? Yes \_\_\_ No \_\_\_. If no, please specify your primary language \_\_\_\_\_
- \_\_\_\_\_ Are you a registered voter in Maryland? Yes \_\_\_ No \_\_\_. If no, what state? \_\_\_\_\_
- \_\_\_\_\_ **The maximum fee by law a notary can charge is \$4.00 per notarial act.**
- \_\_\_\_\_ You will receive a postcard notifying you to pick up your commission at the Circuit Court in your county. When you receive the postcard, you must appear before the Clerk of the Circuit Court within 30 days to be sworn in for your new term. **Failure to be sworn in within 30 days will result in the revocation of the appointment and commission.** You will pay the Clerk a commissioning fee of \$11.00

<b>I SOLEMNLY AFFIRM under penalties of perjury and upon personal knowledge that the contents of this application are true.</b>	
Signature	Date

**ATTACH A COPY OF DRIVER'S LICENSE OR VALID PHOTO I.D. THAT VERIFIES RESIDENCY AND THE FEE WITH APPLICATION**

<b>For Senator Use</b>		
References contacted? ___Y ___N	Verified employment? ___Y ___N	
Background checked? ___Y ___N		
APPROVED _____	DENIED _____	
SENATOR'S SIGNATURE		
State Senator	Legislative District	Date

<p>For renewals, place seal here</p>
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