

### Instructions to fill out Form:

1. You may either print the blank form out and complete and mail back to this office.
2. Place mouse cursor on the line in the first box.
3. To see a highlighted view of where the fields are, in the upper right hand corner of Adobe Reader, there is "Highlight Fields" button



click this button.

4. Formats have been provided in the date and number boxes.
5. Hit the tab or enter button to move from box to box. Not all text boxes are visible but are provided.
6. Where necessary, you have the option of hitting return for multiple lines. (i.e. addresses)
7. Once you have completed the form, print and mail to: Office of the Secretary of State, State House, Annapolis, MD 21401
8. When form is completed, click the "Print Form" button next to the "Highlight Fields" button or use the Print button from your menu bar.

NOTARY DIVISION

OFFICE OF THE SECRETARY OF STATE, STATE HOUSE, ANNAPOLIS, MARYLAND 21401  
(410) 974-5520

**PLEASE READ THIS APPLICATION CAREFULLY. FAILURE TO PROVIDE ALL OF THE INFORMATION REQUESTED WILL RESULT IN A DELAY IN THE PROCESSING OF YOUR APPLICATION.**

Please complete and return to the above address this application to apply for your notary commission and a **non-refundable \$20.00 fee** by check or money order made payable to the Secretary of State. Please note that applications not accompanied by the \$20.00 processing fee will not be processed. Please do not staple your fee to this application. There will be a \$15.00 fee for all returned checks.

**To Senator:** Subject to the provision of State Government Article of the *Annotated Code of Maryland*, I hereby make application for the appointment of a Notary Public. I certify that I am at least 18 years of age, of good moral character and integrity, and that I \_\_\_ live or \_\_\_ work in the State of Maryland.

**MARYLAND RESIDENTS ONLY:** Call the Elections Office in the county in which you reside or City of Baltimore to find the information requested below, and complete the following:

I am a resident of the \_\_\_ Legislative District, the \_\_\_ election district (or ward), and the \_\_\_ precinct of \_\_\_\_\_ County or \_\_\_ Baltimore City, represented by State Senator \_\_\_\_\_.

**NON-RESIDENTS ONLY:** I request to be commissioned in \_\_\_\_\_ County or \_\_\_\_\_ Baltimore City.

Please check the box to the left if you do **not** want your name shared with businesses.

PRINT your legal name as it should appear on your commission. This must be the same as your signature.

Mailing (Home) Address (If P.O. Box or rural route number, please also include street or road name below for our records):

Street or Road Address (If different from mailing address) City, State, Zip

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Are you self-employed? If not, name of employer:

Address of employer:

References: List below the names, complete mailing addresses, & daytime phone numbers of 2 persons, preferably Maryland residents & not family members, who may be contacted to attest to your character.

Name	Street Address	City, State, Zip	Day Phone #
1.			
2.			

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No  
If yes, please describe the nature and date of the conviction.

Have you ever held a commission as a Notary Public in any state which was revoked?  Yes  No  
If yes, please explain:

I SOLEMNLY AFFIRM under penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.

Date \_\_\_\_\_ Signature must be the same as printed name above  male  female Date of Birth \_\_\_\_\_

The Secretary of State's Office will forward this application to your Senator.

I hereby approve the above application:

\_\_\_\_\_  
Date \_\_\_\_\_ Legislative District \_\_\_\_\_ State Senator \_\_\_\_\_

### Local Elections Offices

To complete the **Maryland Residents Only** section, call  
The Election Office for the county in which you live.

Allegany County	301-777-5932
Anne Arundel County	410-222-6600
Baltimore City	410-396-5550
Baltimore County	410-887-5700
Calvert County	410-535-2214
Caroline County	410-479-8145
Carroll County	410-386-2080
Cecil County	410-996-5311
Charles County	301-934-8972
Dorchester County	410-228-2560
Frederick County	301-694-1005
	301-694-2524
Garrett County	301-334-1962
Harford County	410-638-3564
Howard County	410-313-5820
Kent County	301-778-0038
Montgomery County	240-777-8500
Prince George's County	301-952-3270
Queen Anne's County	410-758-0832
St. Mary's County	301-475-4655
Somerset County	410-651-0767
Talbot County	410-770-8099
Washington County	240-313-2050
Wicomico County	410-548-4830
Worcester County	410-632-1320