

NOTARY APPLICATION

OFFICE OF THE SECRETARY OF STATE
STATE HOUSE, ANNAPOLIS, MARYLAND 21401
Email: notary@sos.state.md.us or call (888) 874-0013

TYPE OF APPLICATION:
NEW ___ **RENEWAL** ___

Note: If renewing, place notary seal next to the "Office Use Only" box.

PLEASE READ APPLICATION CAREFULLY AND PRINT CLEARLY. FAILURE TO PROVIDE ALL OF THE INFORMATION REQUESTED WILL RESULT IN THE DENIAL OF YOUR APPLICATION WITH NO FURTHER CONTACT FROM THIS OFFICE.

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 government issued photo ID verifying your address 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 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 notary@sos.state.md.us 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 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 _____.

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

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/Cell 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? Yes ___ No ___

Have you ever had any civil judgments against you within the last 7 years? Yes ___ No ___

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

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: _____

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

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

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
- _____ 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 notary@sos.state.md.us .
- _____ 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 \$2.00 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
- _____ Application process may take four (4) to six (6) week to process.

I SOLEMNLY AFFIRM under penalties of perjury and upon personal knowledge that the contents of this application are true. _____

Signature

Date

ATTACH A COPY OF DRIVER’S LICENSE, OR VALID GOVERNMENT PHOTO I.D. VERIFYING YOUR ADDRESS; AND THE \$20.00 FEE WITH APPLICATION

<u>For Senator Use</u>		
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>
