



Alabama Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**

I am eligible to become a Notary and am in compliance with state requirements:

- **Be at least 18 years old**
- **Resident of Alabama (Reside in the county where you apply)**
- **Read and write English**
- **No felony convictions unless pardoned and had civil and political rights restored**
- **Must not be going through Bankruptcy**
- **Must not be under an ongoing adjudication of incapacity**
- **Approval by county probate judge required**

❑ **Step 2**

I have purchased my NNA[®] Notary renewal supply package at NationalNotary.org/AL/Renew or called 1-800-876-827 to place my order. The NNA[®] will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

❑ **Step 3**

I have completed the training program prepared by the Alabama Probate Judges Association and the Alabama Law Institute. Training can be accessed by following this [link](#).

❑ **Step 4**

I have submitted my [application](#) for approval to the Office of the Probate Judge including my \$10 application fee and a copy of my driving license.

❑ **Step 5**

When my application has been approved, a letter of appointment will be sent to me. I have scanned and emailed the commission letter to Releasing@NationalNotary.org or faxed it to 1-800-833-1211 to activate my bond.

❑ **Step 6**

I have obtained my \$50,000 Notary bond and filed it with the county probate judge within 40 days of receiving my appointment letter. My commission certificate will be mailed to me.

❑ **Step 7**

I will scan and email a copy of my commission certificate to Releasing@NationalNotary.org or fax it to 1-800-833-1211 to have my Notary seal made.

❑ **Step 8**

Once my documents have been received, my stamp will be shipped within 3-5 business days.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/AL/Renew

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)