



Notary Public Application Instructions

Please read all instructions carefully, as incomplete applications will be returned. Send these materials to the address indicated on the reverse side of this application. Notary Public commissions automatically expire four years from the effective date. It is important that you notify this division of any changes in your address so you will continue to receive renewal notices and other notifications pertinent to your commission.

Oath of Office Instructions

To qualify for appointment, an oath of office must be signed in the presence of a commissioned Notary and submitted to the Department of State with your completed application and \$60 fee. An identification card, stating the effective and expiration dates of your four-year commission, will be mailed to you directly by the Department of State.

Application Instructions

1. The name printed in which you wish to be commissioned must conform exactly to the signature that will be used as a notary public. Initials may be used, as in John A. Doe or J. Arthur Doe, but NOT J. Doe or J.A. Doe.
2. The use of a P.O. Box as the only address is not acceptable. A street address is required. County clerk employees should use the county clerk address. Non-resident notaries must use the street address of their New York State business.
3. Examination admission requirements: You must have taken and passed the NYS Notary Public Examination. Examination results are only valid for a period of two years. If you are an attorney who is currently a member of the New York State Bar or a court clerk of the Unified Court System, appointed to that position after taking a Civil Service promotional examination in the court clerk series of titles you are not required to have taken and passed the examination. Attorneys and court clerks are **not** exempt from the application fee.

4. Privacy Notification

The Department of State is required to collect the federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.

Return this original application (no photocopies) along with:

A non-refundable \$60 fee. You may pay by check or money order made payable to the Department of State or charge any fee to MasterCard or Visa, using a credit card authorization form. Do not send cash. A \$20 fee will be charged for any check returned by your bank.

(Note: The \$60 fee includes the \$40 State fee and the \$20 County fee)

County Clerk Employees Only

You must include a notarized fee exemption statement in lieu of the fee.