

New York State Notary Public Application Process

In order to obtain your Notary Public Commission in New York State, the following qualifications must be met:

1. You must be a U.S. Citizen or possess a permanent resident alien card
2. You must be of good moral character
3. You must have a common school education (6th grade) or equivalent
4. You must be familiar with your duties and responsibilities in acquiring commission (as outlined in the [New York State License Law Book](#)) by way of successful completion of the state exam (70% or higher)
5. You must be a resident of the State of New York or work for a business/office in the State of New York

Appointees waived from exam:

1. Licensed Attorneys – need only submit an application and fee
2. An appointed Court Clerk of the Unified Court System who passed the Civil Service Promotional Exam

Applying for your commission

- You must take the [New York State Notary Public Exam](#)
- If you find the New York State Licensing Law difficult, you may first take a [Notary Public Prep Course](#)
- Upon successful completion of your exam, you will submit a notarized “**Application and Oath of Office**” to the New York State Department of State along with a \$60 fee. (These applications are give out at class or the testing site)
- You will receive your license in 30 days
- [Order your stamp, Seal & Journal](#)

Renewing your Commission

Your commission is good for four (4) years.

Ninety (90) days prior to your commission expiration, you will receive a pre-printed renewal application from the County Clerk’s Office or via eMail.

Follow all instructions of the form