NEW YORK | New Notary Instruction Sheet

STEP 1: Pass the State Notary Exam

- Review the New York Notary Public License Law at:

- Select your exam location and date from the exam procedures page on the Department of State, Division of Licensing website at:
  - Exam registration is in-person at each test center on the day of the exam. Seats are limited and assigned on a first-come basis. Late arrivals will not be admitted.
  - Bring a current government-issued signature ID that includes a photo. A list of acceptable IDs can be found on the DOL exam procedures page (at the Examination Information and Schedule link noted above)
  - Bring your examination fee specified on the DOL exam procedures page. Per your employer’s policies, either obtain an exam fee check payable to the Department of State or pay the fee yourself and request reimbursement.

- The state will mail your exam results and your Notary application to you.
  - Results are not provided by phone.
  - This original pass notice must be included with your application submission.

STEP 2: Complete and Return Your Application

- Complete your application following the included instructions.

- Take your completed application to a New York Notary to take and sign your oath of office and have it notarized. You may not notarize it yourself.

- Per your employer’s policies, either obtain an application fee check payable to the Department of State for the amount specified on the application, or pay the fee yourself and request reimbursement.

- Mail all the items below in one envelope:
  1. Completed and notarized application
  2. Application fee
  3. Original pass notice (not a copy)

    To:
    NYS Department of State
    Division of Licensing Services
    P.O. Box 22065
    Albany, NY 12201-2065

STEP 3: Receive Your Notary Seal

- In four to six weeks of mailing your application, the state will mail your Notary commission identification card to you.

- Fax or Email a copy of your commission card to the NNA at 800-833-1211 or Releasing@NationalNotary.org. The NNA will manufacture your Notary seal and mail it to you within seven to ten business days.
Once you’ve received your Notary seal, you may begin performing the duties of a Notary Public for the State of New York.