



Connecticut Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

❑ Step 1

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

- 18 years or older
- Reside in CT, or nonresident working in CT
- No felony or other crime involving dishonesty, moral turpitude
- No previous commission revocation; no past notarial misconduct

❑ Step 2

I purchased my notary supplies at NationalNotary.org/CT/Become or I called 1-800-876-6827.

❑ Step 3

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

❑ Step 4

I have reviewed the [Notary Public Manual](#) in order to complete the application. The application includes an exam that tests your knowledge of the manual's content.

Note: You must answer each question correctly to receive your notary commission.

❑ Step 5

I have completed [Jurat and Writing Sample](#) for the online application process.

Note: The Writing Sample must be completed in the handwriting of the notary public. The Jurat must be subscribed and sworn to before a person authorized to administer an oath. **An incorrect / incomplete Jurat and Writing Sample is the most common reason for application delays. Please complete carefully and make sure it is notarized.**

❑ Step 6

I had a public official or a reputable business person who is unrelated to me, fill out and sign the [Certificate of Character](#).

❑ Step 7

I registered for an account on the eLicense.ct.gov website, selected "Online Services" (top right); "Initial Application" and "Notary Public Certification" and followed the onscreen prompts to complete my application and pay the statutory non-refundable application fee.



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❑ **Step 8**

My application was approved and I have received my notary certificate. I have filed the "Certificate of Appointment" and taken my oath of office with the clerk of the town where I live. If I am a nonresident, I have filed my oath with the clerk in the town of my employment.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/CT/Become

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