



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)

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 state-required Notary seal and supplies at www.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 filled out and submitted my application and fee at <https://www.elicense.ct.gov/> once I have reviewed the Notary Public manual, completed a jurat and writing sample, and had someone else complete a certificate of character.

Step 5

When I have passed the exam and paid the application fee to the Secretary of State, I will receive a certificate of appointment.

Step 6

Within 30 days, 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.

Step 7

I have received my commission certificate from the state. I have emailed a copy of my commission certificate to the NNA: Releasing@NationalNotary.org, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

Step 8

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