

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/NY/Become

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

❑ Step 1

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

- **18 years or older**
- **Nonresidents OK with place of business in NY; U.S. citizen or permanent resident alien; Superior Court judges have authority to appoint Notaries**
- **Good moral character; equivalent of "common school education"; no felony or certain misdemeanor convictions, pardoned or parole board good conduct certified**

❑ Step 2

Purchase my state-required seal and supplies. Go to NationalNotary.org/NY/Become or calling 1-800-876-6827. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

❑ Step 3

Contact the NY Department of State Division of Licensing Services (www.dos.ny.gov/licensing/notary/notary.html) for information on taking the written examination, and the current schedule and exam locations. Applicants will be thumbprinted prior to taking the exam.

❑ Step 4

Upon passing the exam, I was mailed a test "pass slip" and the application for a commission. I followed the instructions on the application for submitting.

❑ Step 5

Mail my completed, notarized application, payment fee, and test "pass slip" to:

**Division of Licensing Services
Alfred E. Smith
80 South Swan St., 10th floor
Albany, NY 12201**

❑ Step 6

The state will send my commission to the county clerk. I will receive my commission ID card from the state. I will allow approximately four to six weeks for turnaround.

❑ Step 7

I will scan and email a copy of my commission ID card to Releasing@NationalNotary.org or fax to 1-800-833-1211. I included my NNA customer ID number.

❑ Step 8

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