

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)

0 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

0 Step 2

Purchase my state-required seal and supplies. Go to NationalNotary.org/NY/Become or call 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).

0 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.

0 Step 4

Upon passing the exam, I was mailed a test "pass slip" that I will submit with my application.

0 Step 5

I have submitted my application online using the following instructions:

- Access the New York online licensing system at: <https://businessexpress.ny.gov>.
- Log in or register for a NY.gov account.
- Navigate to "My Dashboard" to start my renewal application.

Note: I can log in to your account to check the status of your application.

0 Step 6

Upon approval of my commission, I received my commission certificate from the state. I will allow approximately four to six weeks for turnaround.

0 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.

0 Step 8

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