

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/NY/Become](http://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](http://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](http://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., 10<sup>th</sup> 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 certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or fax to 1-800-833-1211. I included my NNA customer ID number.

### ❑ Step 8

The NNA manufactured my seal according to information on the commission certificate and shipped it to me within two business days.