

New York Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

- ❑ **Step 1**
  I am eligible to become a Notary and are in compliance with state requirements:

  - **18 years or older**
  - **Reside in NY or maintain business office in NY**
  - **Good moral character**
  - **Have the equivalent of "common school education"**
  - **Not been convicted of a crime unless the Secretary of State finds that the crime committed doesn't bar you from commission**

- ❑ **Step 2**
  I purchase state-required Notary journal at NationalNotary.org/NY/Become or called 1-800-876-6827. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc.).

- ❑ **Step 3**
  I contacted the NY Department of State Division of Licensing Services for information on taking the written examination, including the current schedule and exam locations.

- ❑ **Step 4**
  Upon passing the one-hour NYS Notary Public Examination, I was mailed a test “pass slip” that I submitted with my application.

- ❑ **Step 5**
  I have downloaded the Oath of office form and had it notarized.

- ❑ **Step 6**
  I created an NY Business Express account to complete and submit my Notary Public application. I included my notarized oath form, the state application fee, and my exam “pass slip”.

- ❑ **Step 7**
  Upon approval of my commission, I received my commission ID card from the state via email or downloaded the ID card from my NY Business Express account .

- ❑ **Step 8**
  (If Notary stamp was purchased) I have emailed a copy of my commission ID card, along with my NNA ID to Releasing@NationalNotary.org or faxed it to 1-818-332-4019.

- ❑ **Step 9**
  After my documents were received, my stamp was shipped.



NOTE: Any New York Notary package you purchase from the NNA will include your state required item: Notary journal. It's the best and most convenient way to make sure you have everything you need to become a New York Notary.

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)