



# California Notary Commission Renewal Process

## *Step-by-Step Instructions to Renew My Notary Commission*

### ❑ **Step 1**

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

- 18 years or older
- Legal resident of CA
- No felony convictions, a lesser crime involving moral turpitude or a lesser offense incompatible with the duties of a Notary

### ❑ **Step 2**

I have purchased and completed my [state-required training](#) and received my Proof of Completion.

### ❑ **Step 3**

**I have filled out my Notary application.**

Applications will be provided at NNA<sup>®</sup> exam locations. If you [download an application](#), be sure to also print the instruction pages.

### ❑ **Step 4**

**I have submitted my application and taken my exam.**

The following are required to submit my application and take the exam:

- Current photo ID (visit [here](#) for acceptable photo identification)
- Proof of Completion from your training class
- [Completed and signed application](#)
- 2" x 2" passport-style application photo
- Live Scan fingerprints
- A \$40 application fee payable to the Secretary of State. Payment must be a check or money order; cash is not accepted. Include the last four digits of your Social Security number on your check.

### ❑ **Step 5**

**I have passed my exam.**

I will receive my test results by email or mail from CPS HR Consulting.

### ❑ **Step 6**

**I have received my Commission packet.**

I understand the processing time for my Notary Commission can take [6 to 10 weeks](#). Here is what I received in my Commission Packet:

- Filing instructions
- My Notary Public Commission Certificate
- Two Notary Public Oaths and Certificate of Filing forms
- A Certificate of Authorization to Manufacture Notary Public Seals (see step #6 below for details)



❑ **Step 7**

**I have ordered my Notary seal stamp, bond, and supplies at [NationalNotary.org/CA/Become](https://www.NationalNotary.org/CA/Become).**

To receive my official state seal stamp, mail the original (not a copy) Certificate of Authorization that I received in my state commission packet to:

National Notary Association  
Attn: Releasing  
9350 De Soto Avenue  
Chatsworth, CA 91311

**(Once my documents have been received, my stamp will be shipped within 3-5 business days.)**

❑ **Step 8**

**I have filed my bond and taken my oath.**

I only have 30 days from my Commission Commencement date to file my bond and take my Oath of Office at my county clerk's office. Follow the instructions provided in the commission packet you've received from the state to complete this step.

❑ **Step 9**

**I can begin performing Notary duties.**

Once I have filed my bond and taken my Oath of Office, and received my Notary seal stamp, and journal I may begin performing the duties of a Notary Public.

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/CA/Renew](https://www.NationalNotary.org/CA/Renew)

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