

# California Notary Commission Process

Step-by-step instructions to renew your Notary commission



**1. Complete State-Required Training and Receive Proof of Completion**

**2. Fill Out Notary Application**

**3. Submit Application and Take Exam**

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

- Current photo ID (state Driver's License or ID Card issued by the DMV)
- 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.

**4. Pass Exam**

You will receive your test results by email or mail within 15 business days from CPS HR Consulting.

**5. Receive Your Commission Packet**

The processing time for your Notary Commission can take 6 to 10 weeks. You will receive your commission packet from the State. Here is what you will receive in your Commission Packet:

- Filing instructions
- Your Notary Public commission certificate
- Two Notary Public Oath and Certificate of Filing forms
- A Certificate of Authorization to Manufacture Notary Public Seals (see step #6 below for details)

For renewing Notaries, your new Notary Public commission packet will not be sent to you more than 30 days before your current Notary commission expiration date.

**6. Order Your Notary Seal Stamp, Bond, and Supplies**

To receive your official state seal stamp, mail the original (not a copy) Certificate of Authorization that you received in your state commission packet to the NNA or the company making your stamp. You also need to order your required Notary bond and supplies. Many Notaries purchase their supplies when they register for training.



**7. File Your Bond and Take Your Oath**

You only have 30 days from your Commission of Authorization date to file your bond and take your Oath of Office at your county clerk's office. Follow the instructions provided in the packet to complete this step.



**8. Begin Performing Notary Duties**

Once you have filed your oath and bond and received your Notary seal stamp you may begin performing the duties of a Notary Public.

As the trusted leader in serving and educating California's Notaries, the NNA looks forward to assisting you through your renewal. Call us at 1-888-896-6827 or visit our website: [NationalNotary.org/CA/Renew](http://NationalNotary.org/CA/Renew)



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