



## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/CT/Renew](http://www.NationalNotary.org/CT/Renew)

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

### ❑ Step 1

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

- **18 years or older**
- **Reside in CT, or nonresident working in CT**
- **No felony or other crime involving dishonesty, moral turpitude**
- **No previous commission revocation; no past notarial misconduct**

NOTE: If you are renewing your commission, you must do so within 90 days of your expiration date, otherwise you must submit the application as a new Notary.

### ❑ Step 2

I purchased my state-required Notary seal and supplies at [www.NationalNotary.org/CT/Renew](http://www.NationalNotary.org/CT/Renew) or I called 1-800-876-6827.

### ❑ Step 3

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

### ❑ Step 4

I have submitted my application and fees at <https://www.elicense.ct.gov/> once I have reviewed the Notary Public manual, completed a jurat and writing sample, and had someone else complete a certificate of character.

### ❑ Step 5

When I have passed the exam and paid the application fee, I will receive a certificate of appointment

### ❑ Step 6

Within 30 days of receiving my certificate of appointment, I have recorded my oath and notary certificate with town clerk.

### ❑ Step 7

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or via fax to 1-800-833-1211.

### ❑ Step 8

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