



Connecticut Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**

I am eligible to renew as 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 Notary supplies at 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 received my renewal notice letter and PIN from the state either by mail or email, letting me know my commission is expiring.

NOTE: Letters are sent out approximately 90 days before your commission expires. If your commission has been expired for more than 90 days, you will need to request a reinstatement by emailing us at bsd@ct.gov.

❑ **Step 5**

I submitted my application and fee at <https://www.elicense.ct.gov/>.

❑ **Step 6**

Within 30 days of receiving my certificate of appointment, I have recorded my oath and notary certificate with the 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 or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/CT/Renew

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