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)

- **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 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 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.