

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 completed my commission application and sent it to:

**Notary Public Unit
P.O. Box 150470
Hartford, CT 06115-0470**

Step 5

I have received my commission certificate from the state. Once my documents have been received, my stamp will be shipped within 3 business days.

Step 6

I have received my seal stamp and insurance.

Step 7

Within 30 days, I have filed the commission certificate with my oath of office with the clerk of the town where I live. If I am a nonresident, I have filed my oath with the clerk in the town of my employment.