

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/NY/Renew](http://www.NationalNotary.org/NY/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**
- **Non-residents OK with place of business in NY; U.S. citizen or permanent resident alien; Superior Court judges have authority to appoint Notaries**
- **Good moral character; equivalent of "common school education"; no felony or certain misdemeanor convictions, pardoned or parole board good conduct certified**

### ❑ Step 2

I purchased my NNA® Notary Renewal package online at [www.NationalNotary.org/NY/Renew](http://www.NationalNotary.org/NY/Renew) or by calling the NNA at 1-800-876-6827. The NNA will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

### ❑ Step 3

My commission renewal application was sent to me 90 days prior to expiration of my current commission. I do not have to take the exam required of first-time applicants unless my previous commission has expired by more than six months.

### ❑ Step 4

I followed instructions on the application for submitting:

- Provide all required information and sign application;
- Have application NOTARIZED;
- Attach the correct amount of fee payment;
- Submit my completed application with the fee to the county clerk where I am commissioned.

### ❑ Step 5

I received my commission ID card from the state. I have allowed approximately four to six weeks for turnaround.

### ❑ Step 6

I scanned and emailed a copy of my commission ID card to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.