



New York Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**

I am eligible to renew as a Notary and are in compliance with state requirements:

- 18 years or older
- Reside in NY or maintain business office in NY
- Good moral character
- Have the equivalent of "common school education"
- Not been convicted of a crime unless the Secretary of State finds that the crime committed doesn't bar you from commission

❑ **Step 2**

I purchased my NNA® Notary Renewal package online at NationalNotary.org/NY/Renew or called the NNA at 1-800-876-827. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc.).

❑ **Step 3**

My commission renewal reminder was sent to me approximately 90 days before my current commission expired. I didn't have to take the exam required for first-time applicants unless my previous commission has expired.

❑ **Step 4**

I have downloaded the [Oath of Office](#) form and had it notarized.

❑ **Step 5**

I logged into my [NY Business Express account](#) to complete and submit my Notary Public application. I included my notarized oath form and the state application fee.

❑ **Step 6**

Upon approval of my commission, I received my commission ID card from the state.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/NY/Renew

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