



# New York Notary Commission Process

## Step-by-Step Instructions to Begin My Notary Commission

### ❑ Step 1

I am eligible to become 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 purchase state-required Notary journal at [NationalNotary.org/NY/Become](http://NationalNotary.org/NY/Become) or called 1-800-876-6827. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc.).

### ❑ Step 3

I contacted the [NY Department of State Division of Licensing Services](http://NY Department of State Division of Licensing Services) for information on taking the written examination, including the current schedule and exam locations.

### ❑ Step 4

Upon passing the one-hour NYS Notary Public Examination, I was mailed a test "pass slip" that I submitted with my application.

### ❑ Step 5

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

### ❑ Step 6

I created an [NY Business Express account](#) to complete and submit my Notary Public application. I included my notarized oath form, the state application fee, and my exam "pass slip".

### ❑ Step 7

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

### ❑ Step 8

(If Notary stamp was purchased) I scanned and emailed a copy of my commission ID card, along with my NNA ID to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or faxed it to 1-800-833-1211.

### ❑ Step 9

After my documents were received, my stamp was shipped within 3-5 business days.

NOTE: Any [New York Notary package](#) you purchase from the NNA will include your state required item: Notary journal. It's the best and most convenient way to make sure you have everything you need to become a New York Notary.

#### Questions? Contact our Customer Care Professionals

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/NY/Become](http://www.NationalNotary.org/NY/Become)

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



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