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COUNTY OF CHENANGO



OFFICE OF THE COUNTY CLERK
Norwich, N.Y. 13815-1676

D. Lukas Brown
Deputy County Clerk
Records
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Deputy County Clerk
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Notary Public Renewal Guide

To renew your notary commission submit the following to your County Clerk's Office in person or by mail.

1. A completed Notary Public Renewal Application.
2. If applicable, **proof of name change** such as a copy of a marriage certificate, divorce decree or government ID.
3. Fee of **\$60.00**. For Chenango County, please make payable to the Chenango County Clerk by check or money order.

Here are a few tips to help you complete your Notary Public Renewal Application.

- Start by reading the instructions on the reverse of the application.
- The **top portion** is for your records only.
- The Oath of Office must be **sworn** to and **signed** in the presence of a **Notary Public**.
- Be sure to review your name and address. Indicate any changes in the pre-printed boxes.
- Don't forget to answer **Questions 1 and 2**.
- Your signature must **exactly match the signature used as a Notary Public** and with the name on your renewal. Initials may be used, as in John A. Doe. Exclusive use of initials such as J. A. Doe is prohibited.
- If you have moved to a new county, file your renewal notice with your **new county's clerk**.
- Your commission and new expiration date take effect as soon as you submit the renewal application, fee, and oath of office. There is no need to wait for your new state issued ID.

Do Not Delay!

If you do not renew within 30 days of your expiration date then your new effective date and new expiration date will change from what is indicated on your renewal application. If your renewal is not received within 6 months of the expiration date of your current commission, and you are a non-attorney Notary Public, then your renewal cannot be processed by our office and you must reapply and retake the Notary Examination.

Remember, you can always find a Notary Public to conduct your oath swearing free of charge at the Chenango County Clerk's Office.