



Chenango County

Brian F. Wessels, County Clerk

INFORMATION GUIDE: NOTARY PUBLIC

1. Am I eligible to become a Notary Public?

To qualify to become a Notary Public you must be all of the following:

- at least 18 years of age,
- a U.S. citizen
- a resident of New York State (or work for a business which is located in New York State)
- have no prior felony convictions

2. How do I apply?

An application packet is available at the County Clerk's Office, which contains:

- application form
- schedule of exam dates, times and locations
- notary study guide

The exam is given on a "walk-in" basis. **Effective January 1, 2003, ALL examinees will be required to bring a form of government issued signature identification which must be photo-bearing.** The test fee is \$15.00, payable by check or money order, to the NYS Department of State. Approximately 10 days after taking the test, you will be notified by mail if you have passed or failed. If you have passed, you will be sent a "pass notice".

At that time, send the following to the New York Department of State:

- "pass notice"
- your completed notarized application
- a check.

3. What if I fail the test?

You may retake the test as many times as you would like. Each time you take the test, you must pay the \$15 test fee.

4. When can I begin notarizing documents?

Once you have received the "Notary Public Identification Card" from the NYS Department of State, you can order your notary stamp from a stationery store and begin notarizing documents. At this time, the Department of State will send your "Oath Card" to the County Clerk's Office. Your "Oath Card" will be kept on file in the Clerk's Office and will serve to verify your signature and that you are a qualified notary.

5. What if my (or my business) address changes within Chenango County?
You must notify the NYS Department of State and the County Clerk's Office, in writing.

6. What if my (or my business) address changes within New York State, but to another County?
You must notify the NYS Department of State and the Chenango County Clerk's Office, in writing. You must also register in your new county's Office of the County Clerk.

7. What if my (or my business) address changes outside New York State?
Your New York State Notary Commission is no longer valid.

8. How do I renew my Notary Public Commission which is about to expire?
You will be mailed a renewal application approximately 3 months before the expiration of your current commission. You should immediately send a \$60.00 check or money order made payable to "Chenango County Clerk", along with the Oath of Office and signature Card to the County Clerk's Office.

PLEASE NOTE:

- ✓ Oath of Office card must be signed (*using complete name*) and notarized
- ✓ You must answer question #1 and #2 on bottom section. If the answer is yes, provide details. This section must be signed and dated.
- ✓ Make note of your new expiration date.

Your Oath of Office and Signature card will be processed and filed at the County Clerk's Office, and your processed application forwarded to the NYS Department of State for issuance of your Notary Identification Card. For renewals, you can continue to notarize documents once your check, Oath of Office and Signature Card have been received by the County Clerk's Office. However, if you have not received your Notary Identification Card within 3 months, contact the New York Department of State at (518) 474-4429.

9. What if someone needs to verify my commission for a document I have notarized?
Bring the document to the County Clerk's Office. If your commission is valid, we will verify your signature and provide a certificate of your commission's validity for a \$3.00 fee.

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1 Commerce Plaza
99 Washington Avenue -
6th Floor Customer Service Counter
Albany, New York 12231
(518) 474-4429

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