



New York State
DEPARTMENT OF STATE
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

Customer Service: (518) 474-4429
www.dos.state.ny.us

Notary Public Application Instructions

Please read all instructions carefully, as incomplete applications will be returned. Send these materials to the address indicated on the reverse side of this application. Notary Public commissions automatically expire four years from the effective date. It is important that you notify this division of any changes in your address so you will receive renewal notices and other notifications pertinent to your commission.

Oath of Office Instructions

To qualify for appointment, an oath of office must be signed in the presence of a commissioned Notary and submitted to the Department of State with your completed application and \$60 fee. An identification card, stating the effective and expiration dates of your four-year commission, will be mailed to you directly by the Department of State.

Please note: The notarized Oath of Office must be signed in ink.

Application Instructions

1. The name printed in Item 1 must conform exactly to the signature that will be used as a notary public. Initials may be used, as in John A. Doe or J. Arthur Doe, but not J. Doe or J.A. Doe. The name should be entered last-name first (examples: DOE JOHN A, and DOE J. ARTHUR. A married woman must use her own first name, not that of her spouse.)
2. The use of a P.O. Box as the only address is not acceptable; it must be a street address. County clerk employees should use the county clerk address. Non-resident notaries must use the address of their New York State business.
3. If a New York State business is indicated in box 2, a New York State business name must be indicated if applicable.
4. Privacy Notification
The Department of State is required to collect the Federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of Taxation and Finance to identify individuals, businesses, and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify

persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.

Return this original application (no photocopies) along with:

- A non-refundable \$60 fee. You may pay by cash, check or money order made payable to the Department of State or charge any fee to MasterCard or Visa, using the enclosed credit card authorization form. A \$20 fee will be charged for any check returned by your bank. (Note: The \$60.00 fee includes the \$40.00 state fee and the \$20.00 county fee.)
- Your original passed examination slip: (not required if you are an attorney who is currently a member of the New York State Bar or a court clerk of the Unified Court System, appointed to that position after taking a Civil Service promotional examination in the court clerk series of titles). Attorneys and court clerks are **not** exempt from the application fee.

Please note: The completed application form must be signed in ink.

County Clerk Employees Only

You must include a notarized fee exemption statement in lieu of the fee.