

Complete the Educational Course

Complete a 3 or 6 hour approved educational course. This course is required for all renewing Notaries Public. A renewing Notary Public may take a 3 hour approved educational course only if they have applied for reappointment of their notary commission before the current commission expires.

Register for the Exam

You will need to register for the California Notary Exam. You can reach them by calling CPS (Cooperative Personal Services) at 1-916-263-3520. They are available Monday through Friday from 8am to 5pm or if you prefer you can go to their web site and register <http://www.cpsr.us/exams/notary/info.html>

Fill Out the Application

You will need to download and print a copy of the California Notary Application. This can be downloaded at <http://www.sos.ca.gov/notary/forms/>. Fill out this application form entirely before you arrive to take the state exam. Incomplete applications may be rejected or delay the commission process.

Take the Exam

Go to the test site which was designated when you registered for the test. To take the exam, you will need these supplies:

- You will need number 2 lead pencils. We recommend you take a couple.
- Your completed California Notary application.
- Certificate of completion for the educational course.
- One 2x2 color passport photo.
- You will need to have an acceptable photo ID that is current and which includes description of your identification (a passport does not include this necessary information.)
- Bring your checkbook or a money order. The proctors will not accept cash or credit cards. The check or money order must be payable to the Secretary of State. The amount due is \$40.00. If you are retaking the exam (because of a failing final grade) within a one year time period, you need to bring the retake form that was sent to you along with a check or money order for \$20.00.

Pass the Exam

The exam contains 30 questions and you will have 50 minutes to complete it. You must score at least 70% correct in order to pass. The exam is not an open book exam. The exam results should arrive in your mailbox in 10 to 14 business days after you take the exam. The results will be mailed by CPS (Cooperative Personal Services).

Submit Your Fingerprints

While you are waiting for the exam results you can download and submit Fingerprints via LiveScan for DOJ (Department of Justice) and the FBI (Federal Bureau of Investigation) per the instructions on the form. This includes renewing notaries. It takes 6 to 8 weeks for the background check results to come back. You can download the form at http://notary.cdn.sos.ca.gov/forms/notary_livescan.pdf and follow the instructions given.

Purchase Your Supplies

After your commission package arrives in the mail, you need to purchase your notary supplies. You only have 30 days to do this. So don't let any time lapse, get it taken care of right away. The supplies that you will need are:

- Notary Surety Bond in the amount of \$15,000.00. This is a state requirement.
- Your New Notary Seal. Until you take your oath of office with the County Clerk's you cannot under any circumstance use this to perform any Notary acts.
- Your New Notary Journal.

Take the Oath of Office

Once you have your supplies in hand you need to go to the County Clerk's office in the county where your principal place of business is located. You will take the Notary Oath of Office and file your Notary Surety Bond with the county clerk. Don't forget, you only have 30 days to complete this.

Once all of the above is completed, you will be able to continue performing your duties as a Notary Public under your renewed commission. As a Notary Public, you will be following the laws of the California Office of the Secretary of State, Notary Section. Their address is P. O. Box 942877, Sacramento, CA 94277-1001. To call them on the phone, dial 1-916-653-3595. You may visit their website at www.sos.ca.gov/business/notary/