



Now that you have selected our **Approved California Notary Exam Mandatory Training Class**, the following steps must be taken in order to complete the notary commissioning process.

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For your convenience, we offer the required Live Scan Fingerprinting and Passport Photo services at all of our classes for a combined \$115.00. If you have not pre-registered to have these services completed with us, you are welcome to pay for them at your class.

If you have not pre-purchased your required Notary Supplies, you do have the opportunity to order your supplies during your class at a special discounted price.

What do I need to bring to the seminar?

1. REQUIRED IDENTIFICATION **Current or issued within the last 5 years**

- Driver's License or State DMV ID Card (Temporary paper ID is not acceptable)
- Canadian or Mexican Driver's License
- U.S. Passport or Passport issued by a foreign government
- U.S. Military ID Card

2. A completed application - Get application

- *Note: If you are not a U.S. Citizen, you need to bring your "Alien Registration Number" to class or have this information completed on your application.

3. All Applications for appointment must include a 2"x 2" color passport-type photograph of yourself attached to the notary application.

4. Check or money order for \$40.00 payable to the Secretary of State (No credit cards or cash accepted by the Secretary of State's office)

5. A sharpened #2 Pencil to take the State exam

6. Yellow highlighter for marking special areas to remember in the Study Manual

7. You may also want to download a free copy of the California Notary Public Handbook

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After your course of study

Upon completion of your approved course of study, we provide you with a **Proof of Completion**. The proof of completion is valid for a period of two years from the date of issuance and will be submitted to the State Proctors along with your application when taking the State Exam. You will want to ensure that you pass the notary public examination before your proof of completion expires, otherwise you will be required to complete a new course of study.

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Take the State Exam- Candidates are tested after our State approved California Notary Exam SAME DAY training and exam class from approximately 4:00pm to 5:00pm. The exam is given by State Proctors from CPS HR Consulting.

Exam results are not provided by Notary Learning Center

Exam results will be available approximately 15 - 20 business days after the examination. CPS will email the exam results to candidates. A scaled score of at least 70 is required to pass the exam. For information regarding exam results visit CPS HR Consulting.

After your notary exam

Successful candidates (those receiving a scaled score of at least 70) will have their applications transmitted to the Secretary of State for processing.

Candidates not receiving a scaled score of at least 70 will be sent their original application and re-take vouchers with the fail notice. The exam may be re-taken, but not taken more than once in the same calendar month. Exam results are good for one calendar year and the cost for re-taking the exam is \$20.00. If the exam is not re-taken within that year, the State will charge \$40.00 to retake the exam thereafter.

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Submit Fingerprints via Live Scan - If you do not take advantage of our in-class Live Scan service, you will need to have this completed prior to being granted your commission as a Notary Public. The Secretary of State requires that applicants complete a background check by the State Department of Justice and the Federal Bureau of Investigation. To assist in determining the suitability of the applicants to hold the position of Notary Public, statutes require that the applicant be fingerprinted.

Submit an application photograph - New or Renewing Notaries Public are required to submit a 2" x 2" color passport-type photo with their application. If you did not submit a photo during your class, the State will mail back your application to you and ask that a photo be attached to your application and mailed back to them for processing.

Await Commission Packet

The commission packet will be mailed once the application has been approved and after the applicant has passed the background check. It takes approximately 8 - 10 weeks from the date of your exam to receive your commission.

- *Note: If you are a Renewing Notary who took your required training within 6 months prior to the expiration date of your current commission, the State will mail your new commission to you 30 days prior to the expiration of your current commission.

The commission packet includes:

- Cover letter with instructions
- Bond filing instructions
- Commission Certificate
- Two Notary Public Oath and Certificate of Filing Forms
- Certificate of Authorization to Manufacture Notary Public Seals
- List of Authorized Manufacturers of Notary Public seals

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File Notary Oath and Bond - A notary public must file an oath of office and \$15,000 bond with the County Clerk's office in the County where their principal place of business is located. This *must* be done within **30 calendar days** from the commencement date of the commission. This 30 day period **cannot be extended**.

For information with regard to your notary commission, you can contact the [Notary Public Section](#) or check [current processing times](#).

CALL the Notary Learning Center at (800) 909-9003 if you have any questions



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