

7 STEPS BECOMING A NOTARY

STEP 01

Complete Approved Education

All persons seeking appointment as a Notary Public must satisfactorily complete a Secretary of State approved six-hour course of study.

This is our course!

STEP 03

Take the Exam

Applicants must take the 45 questions state exam and pass with a score of 70% or greater.

Purchase our study guide to help pass your exam.

STEP 05

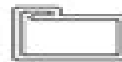
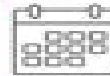
Await Commission Packet

The notary public commission packet will be mailed to you once the application has been approved and after the applicant has passed the background check.

STEP 07

File Notary Public Oath & Bond

A California Notary Public must file an oath of office and bond at their county clerk's office within 30 calendar days from the commencement date of the commission. This 30 day period cannot be extended.



STEP 02

Register for the Exam

Applicants must register for an in-person state exam. Exams are held weekly around the state; you are welcome to take one in your area or drive to any upcoming test location.

STEP 04

Background Check via Live Scan

Complete a Live Scan background check and submit your completed notary public application.

STEP 06

Purchase Your Notary Supplies

Upon receiving your commission packet you can start to purchase your notary supplies.

Please refer to the Secretary of State's Office for updates and additional information.

Notary Signing Agent California Study Guide

Thomas Griffiths



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