NOTARY PUBLIC CHECKLIST

Notary Public ASSOCIATION

Step 1:
Eligiblity

- 18 years or older
- Be a California state resident
- Pass a background check

Step 2:
Training Course

Complete a state-approved notary education course and receive your Certificate of Completion.

Step 3:
Application Form

Submit a CA Notary Public application form through the California secretary of state website.

Step 4:
State Exam

Successfully pass the California state administered comprehensive notary examination.

Step 5:
Background Check

Pass a background check as part of the state's stringent vetting process.

Step 6:
Commission Certificate

Receive your California Notary Commission Certificate from the Secretary of State, authorizing notarial acts in California.

Step 7:
$15,000 Surety Bond

Obtain a surety bond in the amount of $15,000.

Step 8:
File Bond and Oath of Office

File both the bond and their oath of office with the county clerk's office in the county where you will be performing notarial acts.

Step 9:
Notary Journal & Stamp

Obtain a notary journal and a notary stamp from a state approved providor.

Getting Started

Scan the barcode to get started today!