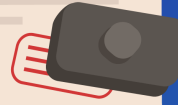




Shirley N. Weber, Ph.D.
California Secretary of State

NOTARY NEWSLETTER

**NOVEMBER
2025**



Applying for Reappointment as a Notary Public

If a notary public is interested in reappointment, the California Secretary of State recommends starting the application process and taking the notary exam **at least six months prior to the expiration of their current commission**, but no more than twelve months in advance. Please note, notary public applications are forwarded to our office for processing no earlier than 21 days after the exam date and are processed in the order received. A notary public commission may be delayed due to various factors such as a delayed background check response from the California Department of Justice, or an application that does not include all the required information to be processed. Applying early will account for these potential delays and help to avoid a lapse between commissions.

You can view current appointment requirements on the [application checklist](#) or stay updated on our [current processing times](#) on our website.

When Will You Receive Your New Commission Packet?

California law prohibits a notary public from holding two active commissions at the same time. Once you have met all the qualifications for reappointment, your new commission will be issued no earlier than thirty (30) days prior to the expiration date of your current commission.

Please note, you cannot use the stamp for your new commission until the previous commission expires, and the new commission begins.

The 30-day filing period for the oath and bond begins with the start date of the new commission. Pursuant to California Government Code section [8213](#), a notary public must file both the oath of office and the required bond with the county clerk's office within 30 days of the start date of the commission. Failure to complete this step within the required timeframe will result in the commission being automatically voided. The California Secretary of State is **unable to provide an extension** to the 30-day filing requirements for any reason.

Dear California Notaries,

This newsletter highlights the essential steps to maintain your commission and introduces innovative ways we are bringing services directly to you through Apostille Pop-Up Shops.

In This Issue:

- Applying for Reappointment as a Notary Public
- What to Do If You Miss the 30-Day Filing Window
- How to Resign Your Commission
- Upcoming Apostille Pop-Up Shop Events

California is fortunate to have many experienced notaries who have held multiple commissions. For notaries approaching the end of their first four-year term, questions often arise about how to "renew" a commission. In California, each notary public commission is considered a separate appointment; there is no formal renewal process.

Each commission is for a term of four years, and each appointment requires:

- A new application.
- A new Live Scan background check.
- A completion certificate from an approved education course taken within the past two years. *Please note, education course requirements vary based on prior commission status.*
- A passing score on the notary exam taken within one year of submitting the new application.

CHECKLIST



Stay connected! Visit sos.ca.gov/notary for more information on California notaries and apostilles.

I Missed the 30-Day Filing Window, What Do I Do?

If you did not file your oath and bond on time, you must reapply to become a notary public. Your notary public exam results are valid for one year. If your exam results are still valid, below are the requirements for reapplication.

Attach the following to your new [notary public application](#):

For New Notary Public Applicants:

- Attach the current Proof of Completion certificate of an approved six-hour notary public education course.
- Attach a 2" x 2" color passport photo of yourself.
- Attach a check or money order made payable to the Secretary of State in the amount of \$20.00. The check must include your current complete address and must be legibly completed in blue or black ink.
- Complete a new set of [fingerprints via Live Scan](#).



For Reappointing Notary Public Applicants:

- Take an approved six-hour course, which provides a Proof of Completion certificate that is valid for two years. **Note: The three-hour course does not meet the education requirements once your current commission has expired and will not be accepted.**
- Attach the Proof of Completion certificate for the six-hour course.
- Attach a 2" x 2" color passport photo of yourself.
- Attach a check or money order made payable to the Secretary of State in the amount of \$20.00. The check must include your current complete address and must be legibly completed in blue or black ink.
- Complete a new set of [fingerprints via Live Scan](#).

NOTE: *Even if a notary has applied for reappointment, if a new commission is not granted within 30 days of the expiration of the previous commission, the notary must deliver the notarial journal(s) and other notarial records to the [county clerk's office](#) where their oath and bond are filed. (California Government Code section [8207](#) and [8209](#).)*

Not Applying for Reappointment

What Do I Do If I Do Not Want to Apply for Reappointment?

If you allow your commission to expire without applying for reappointment, you do not need to take any action with the California Secretary of State's office. Your commission will expire at the end of the day on the expiration date.

NOTE: *Within 30 days of expiration, you must turn in your journal(s) to the county clerk's office where you filed your oath and bond and destroy your notary seal(s). (California Government Code sections [8207](#) and [8209](#).)*

How Do I Resign My Notary Public Commission?

If you wish to resign your commission prior to the expiration of the commission, you must complete and mail the [Notary Resignation form](#) to the California Secretary of State. Within 30 days of resigning, you must deliver all of your notarial journals and records to the [county clerk's office](#) where your current oath of office is filed and destroy your seal(s). (California Government Code sections [8207](#) and [8209](#).)

Note: Do not send your notary journals to the Secretary of State. Journals must be delivered directly to the county clerk where your current oath of office is filed. Your notary seal(s) must be destroyed so that it cannot be used.

Willful failure to deliver the notary journal and other notarial records to the county clerk within the required timeframe is a misdemeanor, and the notary public is personally liable for damages to any person injured by the non-delivery. (California Government Code section [8209\(a\)](#).)



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CHECK OUT UPCOMING APOSTILLE POP-UP SHOPS NEAR YOU!



Apostille Pop-Up Shop events are happening throughout the year in partnership with local county offices. This award-winning program brings in-person, same-day Apostille services to local communities throughout California. No need to wait for mailed documents or travel to our Sacramento or Los Angeles offices.

What Do I Need to Bring to the Apostille Pop-Up Shop?

1. The original document that requires an Apostille. The document must be signed by a California public official or be an original notarized and/or certified document. Photocopied documents are not accepted. Please view the [Apostille FAQs](#) on our website.
2. A completed [Apostille Pop-Up Shop Request Cover Sheet](#).
3. A fee of **\$20.00 per Apostille**, plus an additional **\$6.00 Special Handling fee** for each different public official's signature to be authenticated, is required. Payment can be made by card, check or money order. Checks or money orders must be made payable to the Secretary of State and should include your complete address and signature. **Cash is not accepted at Apostille Pop-Up Shops.**



Note: If you are unable to attend an Apostille Pop-Up Shop for any reason, you may send your document(s) with a friend, family member, neighbor, or anyone else that you trust. That person can submit the request on your behalf. The document(s) you wish to have apostilled must be present along with payment.

These events are popular and waiting times may vary; we encourage early arrival.

A current list of scheduled Apostille Pop-Up Shops, including new locations, can be found on our [Request an Apostille](#) page. We look forward to seeing you in person at a future event!

"One of the most important aspects of my role as California's Secretary of State is ensuring that the services we provide are accessible, efficient, and customer-friendly for everyone. A perfect example of this commitment is our innovative Apostille Pop-Up Shops program, which has been a game-changer for so many Californians, I am proud to continue these efforts, bringing government closer to the people it serves."

– Shirley N. Weber, Ph.D.
California Secretary of State

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