



Notary Public

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What is a Notary Public?

A Notary Public is an official appointed by the state to serve as an impartial witness to the signing of important documents. According to the National Notary Association, a Notary's duties include verifying the identity of signers, determining their willingness to sign without duress or intimidation, and assessing their awareness of the contents of a document or transaction. Property deeds, wills, and powers of attorney are examples of documents that commonly require a notary. For more information, please visit: <https://www.nationalnotary.org/knowledge-center/about-notaries>

How to Find a Notary Public

Local Town or City Clerk's offices in Connecticut maintain a Registry of Notaries. In addition, some Town Clerks have notaries on staff or notaries could be available in other town departments. The Yellow Pages also have listings of businesses and people who offer notary services under the heading "Notaries Public". A small fee could be involved.

How to Become a Notary Public

The following is excerpted from "Notary Public Licensing" (<https://portal.ct.gov/SOTS/Business-Services/Notary/Notary-Public-Licensing>) posted on the Connecticut Secretary of the State's website.

Anyone eighteen years of age or older who is a resident of, or has a principal place of business in, Connecticut can apply for appointment as a Notary Public.

Applicants must submit a completed application form, pay the application fee, and pass a written examination administered by the Secretary of the State's Office. Examinations are contained in the application forms and are completed by applicants under oath. Applicants who pass the examination successfully will receive a certificate of appointment. The term of appointment is for a period of five years.

All notaries are required to take an oath of office before they can begin performing any notarial acts. Any authorized official can administer the oath of office. Certificates of appointment must be recorded with the Town Clerk of the town where the notary resides or has a principal place of business within thirty days of receiving the certificate. Town Clerks can also administer the oath of office for new notaries.

Renewing Appointment as Notary Public

Application forms to renew appointments as a Notary Public are mailed three months before expiration of the original appointment period. If there has been a change of name and/or address before renewal, the change must be reported to the Secretary of the State's office within thirty days. Forms for recording changes can be obtained from the Secretary of the State's website: (<https://portal.ct.gov/SOTS/Business-Services/Notary/Notary-Public-Licensing>)

To Find Town Clerks in Connecticut's Community Resources Database:

Search by service name: [Records/Licenses/Permits](#)



SOURCE: Connecticut Secretary of the State website

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