



CALIFORNIA APPROVED 6-HOUR HOME STUDY COURSE FOR MANDATORY NOTARY EDUCATION REQUIREMENTS FOR NOTARIES RECEIVING COMMISSIONS ON OR AFTER JULY 1, 2005

INSTRUCTIONS FOR SATISFACTORILY COMPLETING THIS HOME STUDY AND SCHEDULING YOUR NOTARY EXAM

This 6-hour home study course entitled "How to Pass California's Notary Exam" was approved for Notaryclasses.com by the California Secretary of State. Following these guidelines will help to ensure that your commission is processed as quickly as possible.

Completing this course meets the mandatory education requirements for new or recommissioning notaries. Once you have completed the Home-Study course, you must fax or mail to us:

- 1) The **Registration Form** found on the next page
- 2) The **Affidavit** on the following page.
- 3) Completed Credit Card form or Proof of Home-Study purchase (valid for one individual only)

To purchase this Home Study, please go to www.notaryclasses.com and click on the Home Study button, then select "Purchase this Home Study Course". You will receive a proof of purchase in your email. You may also call us at 909-915-1201 during regular business hours in order to purchase.

Fax number: 909-388-1796

Be sure to include your phone number, mailing address an/or fax number in your communication. YOU MUST include ALL information on both forms including your identification information or we cannot process your CERTIFICATE OF COMPLETION. Once we receive your signed and completed Registration form and Affidavit, we will mail to you the required CERTIFICATE OF COMPLETION.

You must take the notary exam after completing this home study course. This exam is given by the Cooperative Personnel Services. You may register for your exam any time at: <https://notary.cps.ca.gov/>. If you wish to take your exam at our seminar site, you must register for one of our Live Seminars which includes automatically registers you to take the Notary exam on the same day. You will in either case be required to pay the state exam fees of \$20 registration and \$20 notary application fees.

On the day of your notary exam, submit the CERTIFICATE OF COMPLETION that we send back to you for this course to the testing personnel along with your completed notary application which will be given to you at that time. If you do not submit this CERTIFICATE OF COMPLETION along with your application, the Secretary of State will not be able to send you a notary commission and will notify you by mail of the deficiency.

Students taking the 6-hour seminar will receive the CERTIFICATE OF COMPLETION and notary application on the same day just prior to state testing, immediately following the seminar. Please note that we do not refund the cost of this home-study for **any reason**. Only seminar attendees may qualify for our "pass guarantee".

The cost of this Home Study Course is \$29.95 which includes the Certificate of Completion.

NOTARYCLASSES.COM

REGISTRATION FORM

(Print name of notary public applicant)

HOW TO PASS CALIFORNIA'S NOTARY EXAM

THIS ___ DAY OF _____, ____.

Identifying information
Type of identifying information _____
Identifying number _____
State or country of issuance _____
Expiration date _____

Signature of student

NOTARYCLASSES.COM

6-Hour Approved Home Study AFFIDAVIT OF COURSE COMPLETION

I, _____,
(Print name of notary public applicant or notary public completing the approved 6-hour home study course)

SWEAR UNDER PENALTY OF PERJURY that I have fully completed a minimum of 6-hours of required notary education by taking and completing the home-study course entitled HOW TO PASS CALIFORNIA'S NOTARY EXAM.

Signature of Applicant

Date of Completion

You MUST fully complete 6-hours of notary course study and sign this affidavit under **PENALTY OF PERJURY** before a Certificate of Completion will be issued. This **AFFIDAVIT MUST** be sent to us signed and dated. Do not send this form to CPS or Secretary of State.

Additional Information

Your address: _____

Phone Number (____) _____ Fax Number (____) _____

Type of State DMV issued Driver's License or ID _____

Identifying number _____

Expiration date _____ State or Country of Issuance _____

Please send us both forms along with your Proof of Purchase Fax to: 909-388-1796
or

mail to:

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