

**Important Instructions – Please read carefully- Lots of important information. Questions? 800-873-9865**

All California notary applicants are required to complete an approved notary study course or seminar prior to taking the notary exam. If you are not a current California commissioned notary, you are required to take a 6 hour course. If you are currently commissioned and take your course and exam before your current commission expires, you are only required to take the 3 hour refresher course. If you take the 3 hour refresher course but you do not pass the notary exam before your current commission expires, you will then need take the entire 6 hour notary course and the retake the notary exam.

You will need to bring the following to the exam site:

1. A signed Proof of Completion for your notary course.
2. A completed notary application.  
(follow attached directions carefully)
3. A passport photo.
4. A check or money order made payable to the Secretary of State for \$40 (\$20 for reexamination).
5. A valid driver's license, passport or military identification.
6. One or two #2 pencils (sharpened).

Enclosed please find the Registration form, the Affidavit for this course and the notary application. You must sign the affidavit that you spent the required amount of time with the course before we can send you a Proof of Completion for the course.

Once you have completed the required amount of time in your course study, you need to request a Proof of Completion for the course. Print out and complete the enclosed Registration form and the Affidavit . You can send these to us by fax or email. If you do not have a scanner, simply take a photo of the completed documents and send them by email as you would any other photo. (Fax) 909-388-1796 (email) [support@notaryclasses.com](mailto:support@notaryclasses.com).

Once we have processed your Registration form and Affidavit, we can send you your Proof of Completion. If you need your Proof of Completion processed in less than one business day, please inform us of that when you send in your fax or email.

We will then send you a Proof of Completion for the course and then you may register to take your notary examination.

There are two ways to take your notary examination:

- 1) Directly with the Cooperative Personnel Services Examination Proctors
- 2) At any of our seminar sites and locations.

The CPS proctors require a 20 day advance registration. There is a \$40 fee required to submit the application and take the exam.

To take the exam at one of our locations, please call 909-915-1201. There is a pre-registration fee since you will be reserving a seminar seat within the exam site but this fee also allows you to sit through any portion of the seminar at no extra charge. There is no requirement to join us for the seminar and we do not require a 20 day advance registration. 909-915-1201.

To take the notary examination at our seminar site, find the location and date online at the Class Schedule link on the top of any webpage at NotaryClasses.com. Then, call us at 909-915-1201 for registration.

Please note that registration for and attendance in the entire 6-hour seminar includes the Pass the Exam guarantee and also comes with other advantages. Our seminar sites provide the opportunity to complete everything at once on the same day including obtaining your live scan and the ability to obtain a passport photograph (both done in the AM session only). We will be completing the application in the AM session as well. We encourage you to come and join us for the day. You will be glad you did. By pre-registering, your seat will be reserved but if you are not going to join us for the full 6-hour session at 9:00am, or for the afternoon session from 1:00pm, please arrive to the site for the exam by 3:45pm. You will need to bring a signed Proof of Completion, a completed and signed notary application, a passport photograph, two number two pencils, an acceptable identification (call if you are not sure) and a check or money order for \$40 made payable to the Secretary of State.

Thank you for allowing NotaryClasses.com to help you with your commissioning process and we do hope you join us at one of our seminar sites. You must pre-register to ensure your seat for the exam. 909-915-1201.

# NOTARYCLASSES.COM

## REGISTRATION FORM

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(Print name of notary public applicant)

### California Notary Laws & Exam Preparation Notary Video Course

THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_.

#### Identifying information

Type of identifying information \_\_\_\_\_

Identifying number \_\_\_\_\_

State or country of issuance \_\_\_\_\_

Expiration date \_\_\_\_\_

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Signature of student

**NOTARYCLASSES.COM**  
**6-Hour Approved**  
**NOTARY VIDEO COURSE**  
**AFFIDAVIT OF COURSE COMPLETION**

**Declaration or Certification under Penalty of Perjury**

My name is \_\_\_\_\_  
(Printed Name of Student)

The identification information I have provided to **Notaryclasses.com** is correct and accurately identifies me.

I have personally and fully completed the approved 6 (six) hour course of study offered by **Notaryclasses.com** regarding the laws and regulations that apply to California notaries public. This includes reading and reviewing for at least 6 (six) hours the course materials and taking any practice exams included as part of the course.

I completed the 6 (six) hour course of study on \_\_\_\_\_.

I understand that the crime of perjury is punishable by imprisonment in the state prison for two, three or four years.

Executed on \_\_\_\_\_ at \_\_\_\_\_, CA. \_\_\_\_\_  
(Date) (County) (Signature of Student)

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

E-Mail to:

[support@notaryclasses.com](mailto:support@notaryclasses.com)

or

mail to:

[Notaryclasses.com](http://Notaryclasses.com)

165 W. Hospitality Ln. Ste 10

San Bernardino, CA 92408

## Instructions for Completing Form SOS/NP-30 Notary Public Application

**Read all instructions and information carefully.** Questions regarding this application should be directed to the Notary Public Section at (916) 653-3595.

- Complete in full the Notary Public Application.
- Only your official signature should be written, all other information should be typed or printed legibly in blue or black ink.
- Attach to this application a 2" x 2" color passport photograph of yourself.
- Attach to this application the proof of completion certificate (3-hour or 6-hour) received from the notary public education course provider.

**Complete the Notary Public Application (Form SOS/NP-30) as follows:**

Item	Instruction	Tips
1a.	Enter your full social security number or your individual taxpayer identification number.	
1b.	Enter the month, day and year you were born.	
1c.	Enter your driver's license number or, if you do not have a driver's license, enter your California identification number.	
1d.	Enter your full name; first, middle, last and suffix (Sr., Jr., III, etc.) if applicable.  Note: This name is public information and will be provided to the public upon request.	<ul style="list-style-type: none"> <li>• Do not alter your last name in any way. The name entered will be used for identification purposes and must match your picture identification used for entry to the examination.</li> <li>• If you do not have a middle name, enter "NMN" in the appropriate space.</li> <li>• If your first or middle name consists of an initial only, enter "Initial Only" following the initial.</li> </ul>
2.	Type or print your name exactly as you want it to appear on your commission.	<ul style="list-style-type: none"> <li>• The first and middle names may include initials; however, a full last name is required.</li> <li>• Your legal last name must match the last name shown on your commission. A full last name is required. If your last name is "Smith-Jones", you must enter "Smith-Jones". The use of "Smith" or "Jones" by itself is unacceptable.</li> <li>• Titles and quotes are not acceptable.</li> <li>• When you file your oath and bond with the county clerk, you will be required to present identification that must match the requested commission name.</li> </ul>
3a.	Enter the name of your business.	<ul style="list-style-type: none"> <li>• If you do not work for a business, do not have a business name, or you are unemployed, enter "Self employed" or "Self".</li> </ul>
3b.	Enter the name of your county where your business is located.	<ul style="list-style-type: none"> <li>• Do not abbreviate the name of the county.</li> <li>• If you are unemployed, enter the name of the county that you live in.</li> </ul>
3c.	Enter the telephone number for your business.	<ul style="list-style-type: none"> <li>• This is optional information only.</li> </ul>
3d.	Enter the street address of your business where you will perform 50% or more of your notary public duties. Enter the city and zip code of your business location address. Note: This address is public information and will be provided to the public upon request.	<ul style="list-style-type: none"> <li>• Do not enter a P.O. Box number.</li> <li>• Do not abbreviate the name of the city.</li> <li>• If you are unemployed, enter your residence address.</li> <li>• If you are self-employed, enter the address where you work.</li> </ul>
3e.	Enter the address where you would like to receive notary public information, if different than your business address. Note: This address is public information and will be posted on our website.	<ul style="list-style-type: none"> <li>• Your notary public commission will be mailed to this address.</li> <li>• The mailing address may be a P.O. Box.</li> </ul>

3f.	Enter your residence address.  Note: This address is public information and will be provided to the public upon request.	<ul style="list-style-type: none"> <li>• Enter the address where you live.</li> <li>• Do not enter a P.O. Box number.</li> </ul>
4a.	Enter any other name(s) you have used.	<ul style="list-style-type: none"> <li>• This includes maiden name(s), prior married name(s), name used prior to U.S. citizenship, previous domestic partnership name(s), etc.</li> </ul>
4.b	If you have been held liable by a court in any civil proceeding based on fraud or misrepresentation, failure to discharge the duties of a notary public, or violation of state regulatory law provide all details in the space provided.	<ul style="list-style-type: none"> <li>• Your application may be rejected if lawsuits exist and you do not provide the information.</li> <li>• Attach additional page(s), if necessary.</li> </ul>
4c.	If applicable, enter the following information: <ul style="list-style-type: none"> <li>• Type of license;</li> <li>• The name under which the license was issued;</li> <li>• The date and reason of the revocation, denial, suspension, restriction; and,</li> <li>• The name and address of the licensing agency.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not include information about the loss or suspension of a driver's license.</li> <li>• Your application may be rejected if you do not provide the information.</li> <li>• Attach additional page(s), if necessary.</li> </ul>
4d.	If applicable, enter the following information: <ul style="list-style-type: none"> <li>• Enter the date and place where arrested or cited;</li> <li>• Whether the conviction was for a misdemeanor or a felony;</li> <li>• The name of the court and court case number;</li> <li>• The sentence imposed; and,</li> <li>• The date you were released from probation, parole, or incarceration.</li> </ul> <p>Note: The only exceptions are traffic infractions, offenses adjudicated in a juvenile court or under a youthful offender law, and any incident that has been sealed under Welfare and Institutions Code section 781 or Penal Code section 1203.45 (juvenile offenses).</p>	<ul style="list-style-type: none"> <li>• DUI's must be disclosed.</li> <li>• You must disclose any criminal charges pending in any court of law.</li> <li>• All convictions must be disclosed, regardless of when or where occurring, even if you disclosed the conviction on a previous application for a notary public commission.</li> <li>• Convictions that have been dismissed or expunged pursuant to Penal Code sections 1203.4 or 1203.4a also must be disclosed, regardless of the basis for expungement.</li> <li>• Attach additional page(s), if necessary.</li> <li>• To determine whether you have a conviction that may disqualify you for obtaining a notary public commission, refer to the disciplinary guidelines at <a href="http://www.sos.ca.gov/notary/disciplinary-guidelines">www.sos.ca.gov/notary/disciplinary-guidelines</a> for a list of the most common disqualifying convictions.</li> </ul>
5.	Enter the date signed.  Sign your name in the space provided.  Note: This application is signed under penalty of perjury and must be signed.	<ul style="list-style-type: none"> <li>• Include the month, day and year.</li> <li>• You must be a legal resident of California or a federal civil service employee, who is a United States citizen being appointed and commissioned on behalf of a military base or military installation located within California.</li> </ul>

### Privacy Notification

Civil Code section 1798.17 requires notice be provided when collecting personal and confidential information from individuals. Each individual has a right to review the personal information maintained by the Secretary of State relating to that individual, unless access is exempted by law. Upon request, the Secretary of State will inform any individual regarding the location of the individual's records and the category of persons who use the information contained in those records.

To obtain this information, contact Custodian of Records, Notary Public Section, P.O. Box 942877, Sacramento, California 94277-0001, Telephone (916) 653-3595. California Government Code section 8201.1 requires and authorizes collection of the application information and fingerprints. The information is mandatory unless otherwise noted. If all, or any part of the required information is not provided, processing of the application may be delayed until the required information has been provided, or the application may be denied.

The principal purposes for collecting and using this information are: (1) To determine the fitness of persons to serve in the capacity of notary public; (2) To determine if any disqualifying crimes have been committed by applicants; and (3) To enable the Secretary of State to carry out the duties required by law. Information on this form filed by the applicant with the Secretary of State, except for the name and address, is confidential and no record can be divulged by an employee having access to the record to any person other than the applicant, his/her authorized representative, an employee or officer of the federal government, the state government, or a local agency, as defined in California Government Code section 6252(b), acting in his/her official capacity, or by order of court. The names and addresses listed in Items 1, 2, and 3 are public information and will be provided to the public upon request.



# Secretary of State Notary Public Application

Important – Read instructions before completing this application.

Appl ID (For Filing Officer's Use Only)

## 1. Applicant's Information

a. Social Security Number /Individual Taxpayer Identification No.	b. Date of Birth	c. Driver's License or ID
d. Full Legal Name: First Name	Middle Name	Last Name

## 2. Commission Name

Print your name exactly as you want it shown on your commission. Your legal last name must match the last name shown on your commission.

First Name	Middle Name	Last Name
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## 3. Applicant's Business and Residence Information

a. Name of Principal Place of Business	b. County where business is located (no abbreviations)	c. Telephone Number (    )	
d. Business Location Address - Do not list a P.O. Box	City (no abbreviations)	State <b>CA</b>	Zip Code
e. Mailing Address, if different than item 3d	City	State	Zip Code
f. Residence Address - Do not list a P.O. Box	City (no abbreviations)	State <b>CA</b>	Zip Code

## 4. Background Information

 Attach additional pages, if necessary.

a. List any names(s) previously used.
b. Provide all details if you have been held liable by a court in any suit based on fraud or misrepresentation, failure to discharge the duties of a notary public, or violation of state regulatory law.
c. Provide all details relating to any professional license or notary public commission denied, revoked, restricted or suspended.
d. List all convictions by any court of a misdemeanor, or a felony, and provide all details for any arrest or citation for an offense for which a trial is pending.

## 5. Signature and Execution

<ul style="list-style-type: none"> <li>I understand that any misstatements or omissions of material facts will result in the denial of my notary public application or revocation of my notary public commission and possible criminal liability.</li> <li>I declare that I am a legal California resident, or I am a federal civil service employee who is a United States citizen being appointed and commissioned on behalf of a military reservation.</li> </ul> <p>I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>Date: _____ Signature: _____</p>	<b>For Filing Officers Use Only</b>
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