

# MIKE RUSS

FINANCIAL TRAINING CENTERS, INC.

## How to Become a Notary

### **Step 1: COMPLETE APPROVED EDUCATION - 6 HOUR ONLINE COURSE**

- Go to [www.mikeruss.org](http://www.mikeruss.org) and click the blue NOTARY button to enroll in the course

### **Step 2: REGISTER FOR THE EXAM THROUGH CPS HR Consulting - Notary Public Examination**

- Register online at <https://exam-registration.cpshr.us/notary/notary>

Candidates must register ONLINE through CPS HR Consulting and take an IN-PERSON state exam, which are held weekly throughout the state. Please see CPS HR Consulting's website for exam locations and times

- <https://www.sos.ca.gov/notary/checklist/registration>

### **Step 3: TAKE THE EXAM**

- Candidates must take the 45-question state exam and pass with a score of 70% or higher
- <https://www.sos.ca.gov/notary/checklist/take-exam>

### **Step 4: SUBMIT FINGERPRINTS VIA LIVE SCAN**

- Candidates must complete a Live Scan background check within ONE YEAR of exam date. You must bring in a completed "Request for Live Scan Service", a current photo identification, and a fingerprint processing fee and an additional rolling fee (please call the Live Scan site to verify the amount of the rolling fee).
- <https://www.sos.ca.gov/notary/checklist/fingerprints/>

## **Step 5: AWAIT COMMISSION PACKET**

- The notary public commission packet will be mailed once the application has been approved and after the applicant has passed the background check.
- <https://www.sos.ca.gov/notary/checklist/commission-packet>

## **Step 6: PURCHASE NOTARY SUPPLIES**

- A California Notary Public is required to purchase and file an official bond with the county clerk's office within 30 calendar days from the commencement date of the commission.
- A Notary Journal is required for ALL Notarial acts and may be purchased through local stationary supply stores
- A list of Secretary of State authorized seal manufactures will be mailed with the notary public commission packet. These are the only manufacturers that are authorized to make public seals.
- <https://www.sos.ca.gov/notary/checklist/materials>

## **Step 7: FILE NOTARY PUBLIC OATH & BOND**

- A notary public must file an oath of office and bond with the county clerk's office in the county where their principal place of business is located. This must be done **within 30 calendar days** from the commencement date of the commission. **This 30 day period cannot be extended.**
- It is recommended that the oath and bond be submitted in person to guarantee timely filing.
- <https://www.sos.ca.gov/notary/checklist/bond/>

For additional information and updates, please refer to the Secretary of State's office  
(<https://www.sos.ca.gov/notary>)