

New York Notary Cheat Sheet 2026

The night-before summary, built like the exam.

—	—	70%
Questions	Time limit	Passing score
\$15	New York Department of ...	
Exam fee	Governing body	

New York Notary: Exam and Practice Reference

Most applicants must pass the written examination. New York attorneys and qualifying Unified Court System court clerks appointed after a qualifying Civil Service promotional examination are exempt from the written exam; application and fee requirements still apply.

- Written exam: \$15. Commission application: \$60. The \$20 county-clerk allocation is included in the application fee.
- Commission term: four years.
- Acknowledgment: the signer acknowledges a genuine, voluntary signature; prior signing may be acknowledged.
- Jurat: the signer takes an oath or affirmation and signs before the notary.

Appearance and identity

For ordinary acknowledgments and jurats, personal appearance is required. It may be physical or, for an authorized electronic act, through compliant communication technology. A mailed signature or ordinary telephone call alone is insufficient.

For physical appearance, 19 NYCRR 182.5(b) allows qualifying valid current government photo identification, at least two qualifying current signed documents, personal knowledge, one sworn witness known to both signer and notary, or two sworn witnesses who know the signer and provide qualifying government identification.

Records

Record the date, approximate time and type of act; names and addresses of persons served; number and type of services; identification credential type and applicable witness details; and appearance-verification procedures. Electronic acts also require technology and provider details. Retain records for at least ten years.

Seal and certificate

New York does not require a notary seal. Required identifying information beside the signature must be printed, typed or stamped in black ink under Executive Law §137; an optional seal does not replace it.

Executive Law §137 requires the commissioned name, Notary Public State of New York, county of qualification and commission expiration beside the signature, with additional certificate-of-character information where applicable. Official number must be affixed to instruments requiring an oath or affirmation under 19 NYCRR 182.3(a)(4).

Refuse improper requests

Do not backdate, act with a direct pecuniary interest, or give legal advice as a non-attorney. A mailed signature, borrowed stamp or incomplete identity check does not become valid because a customer is in a hurry.

Source: New York Department of State Notary Public License Law (March 2026), Executive Law §§131, 135-c, 137 and 19 NYCRR Part 182.

Official sources

- New York Department of State — New York Notary Public License Law, March 2026:
https://dos.ny.gov/system/files/documents/2026/03/notary-public-license-law_03.2026.pdf
- New York State Legislature — NY Executive Law § 130 — Appointment of Notaries Public:
<https://www.nysenate.gov/legislation/laws/EXC/130>
- New York Department of State — Become a Notary Public: <https://dos.ny.gov/become-notary-public>

Free practice questions for this exam: www.everyexamprep.com/exams/ny-notary/practice-test