

## TO BECOME A NOTARY PUBLIC

- Applications can be printed from the following website:  
<http://www.commonwealth.virginia.gov/OfficialDocuments/Notary/notary.cfm>  
Applications can also be picked up from the any Circuit Court or the Office of the Secretary of the Commonwealth.
- A completed application must be submitted to the Office of the Secretary of the Commonwealth with a fee of \$45.00 made payable to the Treasurer of Virginia.
- The applicant will receive a letter from the Office of the Secretary of the Commonwealth to state the status of the application. Please call the Circuit Court Clerk's Office at (804) 966-9520 to verify that the commission certificate is ready for pick up if you are coming to the Clerk's Office immediately upon receiving your commission letter.
- No appointment is necessary. The Clerk's Office is open Monday through Friday, from 8:30a.m. – 4:30p.m. Notaries have sixty days to come in to pick up their commission certificate and take their oath of office. There is an additional \$10.00 fee to be paid to the court at this time.
- The commission is good for four years. As of July 1, 2008, a photographically reproducible seal is required. Seals can be purchased through outside vendors only, not from the Circuit Court Clerk's Office or the Office of the Secretary of the Commonwealth. You will receive offers from these vendors through the mail.
- Any questions, please contact the Circuit Court Clerk's Office at (804) 966-9520 or the Office of the Secretary of the Commonwealth at (804) 786-2441.