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### Announcement – New Notary Educational and Testing Requirements

Under New Jersey’s new notary public law (P.L. 2021, c. 179), the Division of Revenue and Enterprise Services (DORES) is responsible for implementing various changes designed to modernize the notary commissioning process and general notarial practices in this State.

Among the key changes are educational and testing requirements for New Jersey notaries public.

The following statutory provisions are now in effect:

**For initial commissions.** Non-attorney applicants for initial notary public commissions must provide proof that they have:

- 1. Completed a six-hour course of study approved by the State Treasurer; and
- 2. Passed an examination prescribed by the State Treasurer.

\*\*Access the new application process via [DORES’ web site](#).

**For renewed commissions.** A commissioned notary public applying to renew a commission who has satisfactorily completed the six-hour course of study and passed an examination prescribed by the State Treasurer at least one time, or those who were commissioned for the first time before the October 22, 2021 effective date of P.L. 2021, c.179 must complete a three-hour continuing education course.



# TREASURY NEWS RELEASE

## NEW JERSEY DEPARTMENT OF THE TREASURY

*Phil Murphy, Governor*  
*Sheila Oliver, Lt. Governor*  
*Elizabeth Maher Muoio, Treasurer*



**For Immediate Release:**

June 13, 2022

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### Treasury Announces New Educational and Testing Requirements for Notaries Public

(TRENTON) – The New Jersey Department of the Treasury has announced that beginning July 1, notaries public in New Jersey will be required to complete new educational and testing requirements during the notary commissioning process.

As part of the new requirements, applicants for initial notary commissions who are not attorneys must complete a six-hour course and pass an examination approved by the State Treasurer.

Additionally, commissioned notaries who have already completed the six-hour course and exam, or who were commissioned for the first time before Oct. 22, 2022, must complete a three-hour continuing education course to renew their commission.

The changes are part of a comprehensive [new State law enacted last year to help modernize the notary commissioning process and notarization practices](#). Many provisions of the new law were born out of the COVID-19 pandemic and are designed to make the notarization process easier for both the public and notaries by allowing for things such as electronic and remote notarization and the electronic filing of commission applications.

The notary program is administered by Treasury’s Division of Revenue and Enterprise Services (DORES), which is in the process of finalizing the course and the examination. Once finalized, the procedures will be available on DORES’s website: [nj.gov/njbgs](http://nj.gov/njbgs). Notaries are encouraged to check back periodically for updates.

“New Jersey’s updated notary public program is modernizing the commissioning process and the way notaries across our state serve the public,” said James Fruscione, Director of DORES. “We have updated our systems and processes to allow for electronic and remote notarizations, to better accommodate the way residents prefer to do business these days, and the new education and testing requirements will ensure that current and future notaries receive valuable training to help them carry out their notary duties.”



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## Notary Public

### Announcement - New Notary Educational and Testing Requirements

Source: NJ DORES

Under New Jersey's new notary public law (P.L. 2021, c. 179), the NJ Division of Revenue and Enterprise Services (DORES) is responsible for implementing various changes designed to modernize the notary commissioning process and general notarial practices in this State.

Among the key changes are educational and testing requirements for New Jersey notaries public. Beginning July 2022, the following statutory provisions will become effective:

#### For Initial Commissions

Non-attorney applicants for initial notary public commissions must provide proof that they have:

1. Completed a **six-hour course** of study approved by the State Treasurer; and
2. Passed an examination prescribed by the State Treasurer.

Procedures for compliance with the above provisions will be made available via [DORES's website](#). Please check the site periodically for updates.

#### For Renewed Commissions

A commissioned notary public applying to **renew** a commission who has satisfactorily completed the six-hour course of study and passed an examination prescribed by the State Treasurer at least one time, or those who were commissioned for the first time before the October 22, 2021, effective date of P.L. 2021, c.179 must complete a three-hour continuing education course. Procedures for compliance with this provision will be made available via [DORES's website](#). Please check the site periodically for updates.



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Beginning July 1, public notaries will be required to complete new educational and testing requirements as part of the commissioning process.

Applicants for initial notary commissions who are not attorneys must complete a six-hour course and pass an examination approved by the State Treasurer. Commissioned notaries who have already completed the six-hour course and exam, or who were commissioned for the first time before Oct. 22, 2021, must complete a three-hour continuing education course to renew their commission, state officials said.

Public notaries perform many valuable services for New Jersey's business, legal and financial communities. Effective notary services help to ensure that documents are properly executed, that facts are duly certified, and above all, that the public is protected from fraud.

Notarization is essential for many official documents including mortgages, deeds, contracts, and various corporate transactions.

The changes are part of a comprehensive new state law enacted last year to help modernize the notary commissioning process and notarization practices. Many provisions of the new law were born out of the COVID-19 pandemic and are designed to make the notarization process

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# How to Become a Notary Public in New Jersey

This guide covers all requirements, costs, processing times, and eligibility criteria to become a commissioned Notary Public in New Jersey.

## Steps to Becoming a Notary Public in New Jersey

1. Meet New Jersey notary eligibility requirements
2. Complete an approved six-hour notary education course and pass the online exam
3. Submit the Notary Commissioning Application (endorsed by a legislator) and pay the filing fee
4. Take the oath of office with your county clerk within 90 days
5. Receive your Commission Certificate and Oath Qualification Certificate
6. Purchase a notary seal or stamp and maintain a journal
7. Optionally, register for Remote Online Notarization (RON)
8. Renew every five years with continuing education and filing

Renewals shall be made in the same manner as the original application. All applications shall be submitted electronically through a means provided by the State Treasurer at [www.nj.gov/njbgs](http://www.nj.gov/njbgs).

The fee for each application for a commission is \$25.00 and is non-refundable.

**Initial Commission. (NOTE: The educational and testing requirements for initial commissions become effective in July 2022)** A non-attorney applicant for an initial commission as a notary public shall provide satisfactory proof that the applicant has:

1. Completed a six-hour course of study approved by the State Treasurer; and
2. Passed an examination prescribed by the State Treasurer.

The State Treasurer may charge up to a \$15.00 fee for each test administered online.

The Treasurer shall set forth the procedures for compliance with the above provisions and provide certificates of approval evidencing completion of the required education and testing online at [www.nj.gov/njbgs](http://www.nj.gov/njbgs).

**Renewed Commission. (NOTE: The educational requirement for renewed commissions becomes effective in July 2022)** A commissioned notary public applying to renew a commission who has satisfactorily completed the six-hour course of study and passed an examination prescribed by the State Treasurer at least one time, or who was commissioned for the first time before the effective date of P.L. 2021, c.179, shall complete a three-hour continuing education course. The Treasurer shall set forth the procedures for compliance with this provision and provide certificates of approval evidencing completion of the required education and testing online at [www.nj.gov/njbgs](http://www.nj.gov/njbgs).

**Swearing in.** Within three months of the receipt of an initial or renewed commission, each notary public shall take and subscribe an oath before the clerk of the county in which the notary public resides to faithfully and honestly discharge the duties of the office and make and keep a true record of all such matters as are required by law. The oath shall be filed with said clerk.

#### 8. How long does my commission last?

Notaries public in New Jersey are commissioned for a period of five years. Commissions may be renewed for additional five-year periods. We will mail you a reminder notice before your commission expires providing information about the renewal application process.

#### 9. What kind of training do I need?

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#### 10. How do I change my name on my Notary commission?

If a notary public adopts a name different from that which the notary public used at the time the notary public was commissioned, before the notary public provides a signature to any record which the notary public is required to sign as notary public, the notary public shall make, sign, and file a statement in writing on a form prescribed and furnished online at [www.nj.gov/njbgs](https://www.nj.gov/njbgs) by the State Treasurer, setting out the circumstances under which the notary public has adopted the new name.