



ONONDAGA COUNTY CLERK'S OFFICE

Room 200 Court House, Syracuse, New York 13202-2171

315.435.2227 • Fax 315.435.3455

Emily Essi
County Clerk

Is your Notary Public License Expiring after August 31, 2023?

NYS Executive Law §131

***Effective 6/30/2023 Notary renewals expiring after August 31st, 2023,
MUST BE PROCESSED through the Department of States online portal.***

1. A notary public whose commission has not yet expired but is scheduled to expire on or before August 31, 2023, and has the renewal application may submit the renewal application to the County Clerk.
2. A notary public whose commission expires *after* August 31, 2023, MUST renew with the Department of State.
3. A notary public whose commission has expired (no grace period) must renew with the Department of State.
4. A notary public who is changing their name and/or address must apply to the Department of State.
5. A notary public who does not have a renewal form must renew with the Department of State, regardless of when the notary's commission is/was scheduled to expire *unless* the pre-printed renewal has been returned to our office by the Post Office.

Please visit the following website to renew your notary public license:

www.dos.ny.gov/notary-public

All questions regarding the online portal should be directed to the Department of State:

New York State Business Information Center

Monday - Friday 8:30 am - 4:30 pm except for state observed holidays.

+1 (518) 485-5000

TEAMWORK

Coming together is a beginning. Keeping together is progress. Working together is success.