

# December 2021 – February 2022 Notary Public Examination Instructions and Schedule

## Franklin Square, Hauppauge, New York City, Plattsburgh, Pomona and Syracuse

See scheduling information listed below the Mandatory *COVID-19 Precaution checklist for exam candidates*.

### **Mandatory COVID-19 Precaution checklist for exam candidates**

- Do not appear for an exam if you meet any of the below:
  - Have had known close contact with a person confirmed (by diagnostic test) or suspected (based on symptoms) within the past 10 days.

**Note:** This does not apply to individuals that have been fully vaccinated or have recovered from COVID-19 within the past 3 months and have not developed any symptoms following the close contact. Close contact is defined by DOH as being within 6 feet of an individual for 10 minutes or more within a 24-hour period starting 2 days before symptom onset or, if asymptomatic, 2 days before the date the positive sample was collected. Close contact does not include individuals who work in a health care setting wearing appropriate, required personal protection equipment. Fully vaccinated is defined as being 2 weeks or more after either receipt of the second dose in a 2-dose vaccine series, or 2 weeks or more after receipt of one dose of a single-dose vaccine.
  - Currently experiencing or have recently (within the past 48 hours) experienced ANY of the following symptoms of COVID-19:
    - Fever (above 100.4 degrees Fahrenheit)
    - Chills
    - Cough (new or worsening)
    - Shortness of Breath (new or worsening)
    - Troubled Breathing (new or worsening)
    - Muscle Pain or Body Aches (new or worsening)
    - Headache (new or worsening)
    - New Loss of Taste or Smell
    - Sore Throat (new or worsening)
    - Congestion or Runny Nose
    - Nausea or Vomiting
    - Diarrhea

Note: A few of the above symptoms may occur with pre-existing medical conditions such as allergies or migraines. You should not appear to your exam if your symptoms are new or worsening. If you are experiencing symptoms, you should contact your health care provider or seek diagnostic testing for COVID-19.
  - Have tested positive for COVID-19 through a diagnostic test in the past 10 days
- If you must reschedule your exam due to illness, email [exams@dos.ny.gov](mailto:exams@dos.ny.gov) to reschedule.
- Do not bring anyone with you to the exam site.
- Wear a face covering or mask to your exam. Face coverings are mandatory at exam sites regardless of individuals vaccination status.
- Maintain 6 feet from others when possible at an exam site
- Bring two sanitized #2 pencils to your exam. Pencils will not be provided at the exam site.**

### **Exam Scheduling Procedure**

To schedule your exam, email [exams@dos.ny.gov](mailto:exams@dos.ny.gov) and follow the instructions below.

**Type in the subject line, “Schedule Notary Public Exam”. Your email must include your:**

- Full name
- Address
- Telephone number
- Type of exam (Notary Public)
- Exam site location from the list below
- Exam date(s) of your choice from the list below

**Note:** Requests without the information above cannot be processed.

The Exam Unit will attempt to accommodate your request; however, exams are limited at this time and there is no guarantee you will be scheduled for the date you requested. All exam requests will be responded to in the order of receipt. When your request has been processed, you will receive an email confirmation with your exam date and time. If the date you requested is not available, you will be scheduled for the next available exam date. Only those who receive the emailed exam schedule confirmation are to report to the exam site.

**Do not report to an exam site unless you receive email confirmation of your scheduled exam date and time. Arrive to your exam 15 minutes prior to the start time. Those who appear at an exam site unscheduled or after the exam start time, will be turned away.**

<b>EXAM SITES AND DATES:</b>	<b><u>2021</u></b>	<b><u>2022</u></b>	
<b>FRANKLIN SQUARE – NASSAU COUNTY</b> <b>(VFW Hall)</b> 68 Lincoln Road, Basement Franklin Square, NY 11010	<b>December</b> <b>2, 9, 16, 23, 30</b>	<b>January</b> <b>6, 13, 20, 27</b>	<b>February</b> <b>3, 10, 17, 24</b>
<b>HAUPPAUGE – SUFFOLK COUNTY</b> <b>(Perry Duryea State Office Building)</b> 250 Veterans Memorial Highway Basement Conference Room Hauppauge, NY 11788  <i>Note:</i> Building sits back off highway. Look for the green sign near the road.	<b>December</b> <b>2, 9, 16, 23, 30</b>	<b>January</b> <b>6, 13, 20, 27</b>	<b>February</b> <b>3, 10, 17, 24</b>
<b>NEW YORK CITY – NEW YORK COUNTY</b> 123 William Street, 2 <sup>nd</sup> Floor New York, NY 10038 <i>Note:</i> Enter doors to the left of the main lobby. Take escalator to 2 <sup>nd</sup> floor.	<b>December</b> <b>2, 9, 16, 23, 30</b>	<b>January</b> <b>6, 13, 20, 27</b>	<b>February</b> <b>3, 10, 17, 24</b>
<b>POMONA – ROCKLAND COUNTY</b> <b>(Rockland County Fire Training Center)</b> 35 Firemen's Memorial Drive Pomona, NY 10970	<b>December</b> <b>14, 21</b>	<b>January</b> <b>4, 25</b>	<b>February</b> <b>8, 22</b>
<b>SYRACUSE – ONONDAGA COUNTY</b> <b>(APWU Union Hall)</b> 407 East Taft Road North Syracuse, NY 13212  <i>Note:</i> Park behind the building and enter through the back door.	<b>December</b> <b>7, 14, 21</b>	<b>January</b> <b>4, 11, 25</b>	<b>February</b> <b>8, 15, 22</b>

### **What to Bring**

1. A form of government issued signature identification which must be photo-bearing. Your identification **MUST BE CURRENT** and from the following list:
  - Driver's license
  - State issued identification (ex. non-driver ID)
  - Military ID
  - United States Passport
  - Employment Authorization Card (issued by U.S. Citizenship and Immigration Services)
  - United States INS issued ID
  - Certificate of US citizenship
  - Foreign Passport
  - IDNYC (NYC Resident ID card)
  - Brazilian, Mexican, Honduran or Ecuadorian Consular ID

- Mexico Voter ID Card
- 2. \$15 examination fee. You may pay by check or money order made payable to the Department of State or charge the fee to MasterCard or Visa. **Cash will not be accepted.** Examination fees are nonrefundable. A \$20 fee will be charged for any returned check.
- 3. Two #2 pencils. **Pencils will not be provided at the exam site.**
- 4. Your own face mask/covering to be worn while you are at the exam site.

### ***Exam Center Policies***

Cellular phones, beepers and any other electronic devices **MUST** be turned off during the exam.

Dictionaries, books, other reference materials, large bags and briefcases are not allowed at the exam center. Do not bring these materials to the exam center as there is no place to store them.

Eating, drinking or smoking is not permitted at the exam center. If you bring food or beverages, you will be asked to dispose of them before entering the exam room.

Visitors, guests and children are not permitted at the exam center.

Firearms are not allowed at the exam center. Please contact our exam unit at (518) 473-2731 for questions pertaining to this policy.

**Any person found using notes, books, or other aids; giving or receiving help; removing examination materials or notes from the exam center; causing a disturbance or engaging in practices contrary to the rules of proper examination conduct will be dismissed from the exam center. Any decisions regarding disciplinary measures will be made by the Exam Supervisor at the Department of State.**

### ***Score Reporting***

All exam results are reported as either **passed** or **failed**; you will not get a numerical score.

You will be notified by mail as soon as your exam results are available.

**If you pass** the written exam, you will receive a notice in the mail. Apply by submitting your application form and license fee. (Complete application details are provided in the application form instructions.)

**If you fail** the written exam, you will receive a notice in the mail. You may retake the exam on another date and time of your choice.

**Examination results are only valid for a period of two years.**

### ***About the Exam***

The exam is multiple choice.

**Exam topics include:** License law, general terms and information related to the duties and functions of a notary public, as outlined in the "Notary Public License Law" booklet available from the Division of Licensing Services.

Applicants will be allowed **1 hour** to complete the exam. The allotted time begins at the conclusion of the instructions.

**This exam is offered in the following languages:** Spanish, Haitian-Creole, Italian, Korean, Russian and Chinese.

If you wish to take the exam in one of these languages, please notify an exam proctor when you report to the exam center.

**Exams may be canceled due to weather conditions or other emergencies.** If hazardous weather conditions exist in your area, you may check the [Examination Cancellations and Office Closures](#) page of the Division of Licensing Service's website, the Department of State's Facebook (<https://www.facebook.com/NewYorkDepartmentOfState/>) and Twitter ([@NYSDOS](#)) accounts or call 518-474-4429 to check for exam cancellations. **Please do not call the exam centers listed below.**

If you need further assistance or exam information, you may contact a Division of Licensing Services office in your area or call the Albany call center at 518-474-4429. TDD users may contact the New York State relay operator at 1-800-662-1220. Persons with disabilities who require accessibility information may call 518-474-4429.

*Remember that you must bring your \$15 examination fee and photo ID and arrive to the exam site 15 minutes prior to the exam start time.*