December 2022 – January 2023 Notary Public Walk-In Examination Schedule and Exam Information

Albany, Binghamton, Buffalo, Rochester, and Utica

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 under the current Department of Health guidelines, you are required to isolate or quarantine. You may view the most recent guidelines on the Department of Health’s website at: https://coronavirus.health.ny.gov/isolation
- Do not appear for an exam if you are currently experiencing or have recently (within the past 48 hours) experienced ANY of the following symptoms of COVID-19:
  - Fever or chills
  - Cough (new or worsening)
  - Shortness of Breath or difficulty 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.
- Do not bring anyone with you to the exam site.
- Bring two #2 pencils to your exam

Test sites and times are subject to change and exams may be canceled due to weather conditions or other emergencies. If hazardous weather conditions exist in your area, you may check the Department of State’s Facebook (facebook.com/NewYorkDepartmentOfState/) and Twitter (@NYSDOS) accounts or call 518-474-4429 to see if an exam has been canceled. Please do not call the test centers listed below.

If you need assistance or exam information, you may contact a Division of Licensing Services office in your area or call the Albany phone 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.
No one will be admitted to an examination after the specified starting time.

**EXAM SITES, DATES AND TIMES:**

*Note: Seats are limited and assigned on a first-come/first-served basis. Dates and times are subject to change. Before traveling to your exam, please visit our website for the most up-to-date schedule.*

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td><strong>ALBANY - ALBANY COUNTY</strong>&lt;br&gt;(Alfred E. Smith State Office Building)</td>
<td>December 1, 8, 15, 22:</td>
<td>9:00am, 10:30am, 12:00pm</td>
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<tr>
<td>80 South Swan Street</td>
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<td>Albany, NY, 12239</td>
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<td><strong>Note:</strong> Located at the corner of Washington Avenue and South Swan Street</td>
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<tr>
<td><strong>BINGHAMTON – BROOME COUNTY</strong>&lt;br&gt;(State Office Building)</td>
<td>December 6, 20:</td>
<td>9:00am, 10:30am, 12:30pm</td>
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<tr>
<td>44 Hawley Street, 15th Floor</td>
<td></td>
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<tr>
<td>Binghamton, NY 13901</td>
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<tr>
<td><strong>BUFFALO – ERIE COUNTY</strong>&lt;br&gt;(Ellicott Square Building)</td>
<td>December 7, 14, 21:</td>
<td>9:00am, 10:30am</td>
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<tr>
<td>295 Main Street, Room 845</td>
<td></td>
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<tr>
<td>Buffalo, NY 14203</td>
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<td><strong>ROCHESTER – MONROE COUNTY</strong>&lt;br&gt;(Finger Lakes DDSO)</td>
<td>December 6, 13:</td>
<td>9:30am, 11:00am, 1:00pm</td>
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<tr>
<td>620 Westfall Road</td>
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<tr>
<td>Rochester, NY 14620</td>
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<td><strong>Note:</strong> Park in lot on right. <strong>DO NOT ENTER THROUGH MAIN LOBBY.</strong> Look for Sign, “New York State Testing.”</td>
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<tr>
<td><strong>UTICA – ONEIDA COUNTY</strong>&lt;br&gt;(State Office Building)</td>
<td>December 6, 13:</td>
<td>9:00am, 11:00am</td>
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<tr>
<td>207 Genesee Street, 2nd Floor, Room 205</td>
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<tr>
<td>Utica, NY 13501</td>
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**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.**

**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.