

## April - June 2024 Notary Public Walk-In Examination Schedule and Exam Information

### EXAM SITES, DATES AND TIMES:

**Note: No pre-registration is required. 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.**

	April	May	June
<b>ALBANY - ALBANY COUNTY</b> <b>(Alfred E. Smith State Office Building)</b> 80 South Swan Street Albany, NY, 12239  <i>Note: Located at the corner of Washington Avenue and South Swan Street.</i>	<b>4, 11, 24:</b>  9:00am, 10:30am & 12:00pm	<b>9, 16, 22:</b>  9:00am, 10:30am & 12:00pm	<b>6, 13, 26:</b>  9:00am, 10:30am & 12:00pm
<b>BINGHAMTON – BROOME COUNTY</b> <b>(State Office Building)</b> 44 Hawley Street, 15 <sup>TH</sup> Floor Binghamton, NY 13901	<b>2, 23:</b>  9:00am, 10:30am & 12:00pm	<b>7, 21:</b>  9:00am, 10:30am & 12:00pm	<b>4, 25:</b>  9:00am, 10:30am & 12:00pm
<b>BUFFALO – ERIE COUNTY</b> <b>(Ellicott Square Building)</b> 295 Main Street, Room 845 Buffalo, NY 14203	<b>9, 23:</b>  9:00am, 10:30am & 12:30pm	<b>14, 21:</b>  9:00am, 10:30am & 12:30pm	<b>11, 25:</b>  9:00am, 10:30am & 12:30pm
<b>FRANKLIN SQUARE – NASSAU COUNTY</b> <b>(VFW Hall)</b> 68 Lincoln Road, Basement Franklin Square, NY 11010	<b>3, 4, 9, 10, 11, 15, 17, 18, 23:</b>  11:30am	<b>8, 9, 14, 15, 16, 22, 23:</b>  11:30am	<b>5, 6, 11, 12, 13, 17, 25:</b>  11:30am
<b>HAUPPAUGE – SUFFOLK COUNTY</b> <b>(Perry Duryea State Office Building)</b> 250 Veterans Memorial Highway Basement Conference Room Hauppauge, NY 11788  <i>Note: Building sits back off highway. Look for the green sign near the road.</i>	<b>3, 4, 9, 10, 11, 15, 17, 18, 23, 29:</b>  11:00am	<b>8, 9, 14, 15, 16, 22, 23:</b>  11:00am	<b>5, 6, 11, 12, 13, 17, 25:</b>  11:00am
<b>NEW YORK CITY – NEW YORK COUNTY</b> 123 William Street, 2 <sup>nd</sup> Floor New York, NY 10038  <i>Note: Enter doors to the left of the main lobby. Take escalator to 2<sup>nd</sup> floor.</i>	<b>4, 9, 15, 16, 17, 18, 23:</b>  11:00am	<b>2, 14, 15, 16, 21, 22, 23:</b>  11:00am	<b>6, 11, 17, 18, 25, 27:</b>  11:00am

<b>PLATTSBURGH – CLINTON COUNTY</b> <b>(Clinton Community College)</b> IAM Bldg. 203A & 213A 136 Clinton Point Dr. Plattsburgh, NY 12901	<b>April</b>  <b>No Exam</b>	<b>May</b>  <b>21:</b>  1:30pm	<b>June</b>  <b>No Exam</b>
<b>POMONA – ROCKLAND COUNTY</b> <b>(Rockland County Fire Training Center)</b> 35 Firemen's Memorial Drive Pomona, NY 10970	<b>April</b>  <b>2, 9, 23:</b>  9:00am & 10:30am	<b>May</b>  <b>7, 14, 21:</b>  9:00am & 10:30am	<b>June</b>  <b>4, 11, 25:</b>  9:00am & 10:30am
<b>ROCHESTER – MONROE COUNTY</b> <b>(Finger Lakes DDSO)</b> 620 Westfall Road Rochester, NY 14620  <b>Note:</b> Park in lot on right. <b>DO NOT ENTER THROUGH MAIN LOBBY.</b> Look for Sign, "New York State Testing."	<b>April</b>  <b>2, 9, 23:</b>  9:00am & 10:30am	<b>May</b>  <b>7, 14, 21:</b>  9:00am & 10:30am	<b>June</b>  <b>4, 11, 25:</b>  9:00am & 10:30am
<b>SYRACUSE – ONONDAGA COUNTY</b> <b>(APWU Union Hall)</b> 407 East Taft Road North Syracuse, NY 13212  <b>Note:</b> Park behind the building and enter through the back door.	<b>April</b>  <b>2, 9, 23:</b>  9:30am, 11:00am & 1:00pm	<b>May</b>  <b>7, 14, 21:</b>  9:30am, 11:00am & 1:00pm	<b>June</b>  <b>4, 11, 25:</b>  9:30am, 11:00am & 1:00pm
<b>UTICA – ONEIDA COUNTY</b> <b>(State Office Building)</b> 207 Genesee Street, 2 <sup>nd</sup> Floor, Room 205 Utica, NY 13501	<b>April</b>  <b>2, 23:</b>  9:00am & 11:00am	<b>May</b>  <b>7, 21:</b>  9:00am & 11:00am	<b>June</b>  <b>4, 25:</b>  9:00am & 11:00am

**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 and all 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 [exams@dos.ny.gov](mailto:exams@dos.ny.gov) 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. To apply for a Notary Public commission, you must create a new account or login to your existing NY Business Express account at: [New York Business Express - Notary Public Commission \(DOS-0033\) \(ny.gov\)](#)

**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, you may contact a Division of Licensing Services office by e-mailing us at [licensing@dos.ny.gov](mailto:licensing@dos.ny.gov). Persons with disabilities who require accessibility information may contact the Examination Unit at [specaltesting@dos.ny.gov](mailto:specaltesting@dos.ny.gov).

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