July - December 2026 Notary Public Walk-In Written Examination Information and Schedule

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. Late arrivals will not be admitted into the exam.

	July	August	September	October	November	December
ALBANY - ALBANY COUNTY **(Alfred E. Smith State Office Building)** 80 South Swan Street Albany, NY, 12239 ***Note:*** *Located at the corner of Washington Avenue and South Swan Street.*	**16, 22, 30:** 9:00am, 10:30am & 12:00pm	**6, 12, 27:** 9:00am, 10:30am & 12:00pm	**17, 24, 30:** 9:00am, 10:30am & 12:00pm	**8, 21, 29:** 9:00am, 10:30am & 12:00pm	**5, 12, 19:** 9:00am, 10:30am & 12:00pm	**10, 16, 17:** 9:00am, 10:30am & 12:00pm
BINGHAMTON – BROOME COUNTY **(State Office Building)** 44 Hawley Street, 1st Floor Binghamton, NY 13901	**14, 28:** 9:00am, 10:30am & 12:00pm	**4, 25:** 9:00am, 10:30am & 12:00pm	**15, 29:** 9:00am, 10:30am & 12:00pm	**6, 27:** 9:00am, 10:30am & 12:00pm	**3, 17:** 9:00am, 10:30am & 12:00pm	**8, 22:** 9:00am, 10:30am & 12:00pm
BUFFALO – ERIE COUNTY **(Ellicott Square Building)** 295 Main Street, Room 845 Buffalo, NY 14203	**21, 28:** 9:00am, 10:30am & 12:30pm	**25:** 9:00am, 10:30am & 12:30pm	**1, 22, 29:** 9:00am, 10:30am & 12:30pm	**20, 27:** 9:00am, 10:30am & 12:30pm	**3, 17:** 9:00am, 10:30am & 12:30pm	**15, 22:** 9:00am, 10:30am & 12:30pm
CARMEL- PUTNAM COUNTY **(Bureau of Emergency Services)** **112 Old Route 6** **Carmel, NY 10512**	**16, 30:** 9:00am, 10:30am and 12:00pm	**6, 27:** 9:00am, 10:30am and 12:00pm	**17, 24:** 9:00am, 10:30am and 12:00pm	**8, 29:** 9:00am, 10:30am and 12:00pm	**5, 19:** 9:00am, 10:30am and 12:00pm	**10, 17:** 9:00am, 10:30am and 12:00pm
FRANKLIN SQUARE – NASSAU COUNTY **(VFW Hall)** 68 Lincoln Road, Basement Franklin Square, NY 11010	**1, 15, 16, 21, 22, 23:** 11:30am	**5, 6, 11, 12, 13, 17, 19, 20, 25:** 11:30am	**9, 10, 16, 17, 22, 23:** 11:30am	**1, 7, 8, 20, 21, 22:** 11:30am	**4, 5, 12, 30:** 11:30am	**1, 2, 3, 9, 10,15, 16,** 11:30am

HAUPPAUGE – SUFFOLK COUNTY **(Perry Duryea State Office Building)** 250 Veterans Memorial Highway Basement Conference Rm Hauppauge, NY 11788 ***Note:*** Building sits back off highway. Look for the green sign near the road.	**July** **1, 2, 15, 16, 21, 22, 30:** 11:00am	**August** **5, 6, 11, 12, 13, 17, 19, 20, 25, 27:** 11:00am	**September** **9, 10, 16, 17, 22, 23, 24:** 11:00am	**October** **1, 7, 8, 20, 21, 22:** 11:00am	**November** **4, 5, 12, 19, 30:** 11:00am	**December** **1, 2, 3, 9, 10, 15, 16, 17:** 11:00am
NEW YORK CITY – NEW YORK COUNTY 123 William Street, 2nd Floor New York, NY 10038 ***Note:*** Enter doors to the left of the main lobby. Take escalator to 2nd floor.			**For scheduling information and additional dates for New York City, please visit:** **New York City September - November 2026 Notary Written Exam Info and Scheduling Instructions**			
PLATTSBURGH – CLINTON COUNTY **(Clinton Community College)** IAM Bldg. 203A and 213A 53 Clinton Point Dr. Plattsburgh, NY 12901	**July** **14:** 1:30pm	**August** **No exam**	**September** **15:** 1:30pm	**October** **No exam**	**November** **17:** 1:30pm	**December** **No exam**
POMONA – ROCKLAND COUNTY **(Rockland County Fire Training Center)** 35 Firemen's Memorial Drive Pomona, NY 10970	**July** **14, 21, 28:** 9:00am, 10:30am	**August** **4, 11, 25:** 9:00am, 10:30am	**September** **15, 22, 29:** 9:00am, 10:30am	**October** **6, 20, 27:** 9:00am, 10:30am	**November** **10, 17:** 9:00am, 10:30am	**December** **8, 15, 22:** 9:00am, 10:30am
ROCHESTER – MONROE COUNTY **(Finger Lakes DDSO)** 620 Westfall Road Rochester, NY 14620 ***Note:*** Park in lot on right. **DO NOT ENTER THROUGH MAIN LOBBY**. Look for Sign, "New York State Testing."	**July** **14, 21, 28:** 9:00am, 10:30am	**August** **4, 11, 25:** 9:00am, 10:30am	**September** **15, 22, 29:** 9:00am, 10:30am	**October** **6, 20, 27:** 9:00am, 10:30am	**November** **10, 17:** 9:00am, 10:30am	**December** **8, 15, 22:** 9:00am, 10:30am
SANBORN – NIAGARA COUNTY **(SUNY Niagara)** 3111 Saunders Settlement Rd Building E (Humanities & Social Sciences) Rm E125 Sanborn, NY 14132	**July** **16, 30:** 9:00am, 10:30am & 12:00pm	**August** **6, 27:** 9:00am, 10:30am & 12:00pm	**September** **17, 24:** 9:00am, 10:30am & 12:00pm	**October** **8, 29:** 9:00am, 10:30am & 12:00pm	**November** **5, 19:** 9:00am, 10:30am & 12:00pm	**December** **10, 17:** 9:00am, 10:30am & 12:00pm

SYRACUSE – ONONDAGA COUNTY **(APWU Union Hall)** 407 East Taft Road North Syracuse, NY 13212 ***Note:*** Park behind the building and enter through the back door.	**July** **14, 28:** 9:30am, 11:00am & 1:00pm	**August** **4, 18:** 9:30am, 11:00am & 1:00pm	**September** **15, 29:** 9:30am, 11:00am & 1:00pm	**October** **6, 27:** 9:30am, 11:00am & 1:00pm	**November** **17:** 9:30am, 11:00am & 1:00pm	**December** **8, 22:** 9:30am, 11:00am & 1:00pm
UTICA – ONEIDA COUNTY **(State Office Building)** 207 Genesee Street, 2nd Floor, Room 205 Utica, NY 13501	**July** **7, 21:** 9:00am, 11:00am	**August** **4, 25:** 9:00am, 11:00am	**September** **15, 22:** 9:00am, 11:00am	**October** **6, 27:** 9:00am, 11:00am	**November** **10, 17:** 9:00am, 11:00am	**December** **8, 15:** 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 non-refundable. 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 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 Division of Licensing Services' 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 above.**

If you need further assistance, you may contact a Division of Licensing Services office by e-mailing us at help@dos.ny.gov.

Persons with disabilities who require accessibility information may contact the Examination Unit at 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.*

*Please note for **NYC,** you must be pre-registered.*