

Notary Public Walk-In Examination

Exam Procedures (January – March 2018)

You can register for the exam at the test center, on the day of the exam. Refer to the schedule below to find the most convenient location, date and time for you to take any upcoming exam

Seats are limited and assigned on a first-come/first-served basis. If you are late, you will not be admitted into the exam.

What to Bring

1. A form of government issued signature identification which must be photo-bearing. Your identification **MUST BE CURRENT** (not expired) and from the following list:
 - driver's license
 - state issued identification (ex. non-driver ID)
 - military ID
 - United States Passport
 - United States INS issued ID
 - Certificate of US citizenship
 - Foreign Passport
 - IDNYC (NYC Resident ID card)
 - Brazilian, Mexican or Ecuadorian Consular ID
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.

Test 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 test center. Do not bring these materials to the test center as there is no place to store them.

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

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

Any person found using notes, books, or other aids; giving or receiving help; removing examination materials or notes from the test center; causing a disturbance or engaging in practices contrary to the rules of proper examination conduct will be dismissed from the test 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 written exam on another date and time of your choice.

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

About the Exam

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 test. The allotted time begins at the conclusion of the instructions.

Walk-In Examination Schedule

January – March 2018

Notary Public

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 our website 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.

EVERY WEDNESDAY at 9:30 a.m. & 11:00 a.m.

FRANKLIN SQUARE (VFW Hall)

68 Lincoln Road, Basement
Franklin Square, NY 11010

N6 Bus Route on Hempstead Turnpike

From the East: take the Southern State Parkway to Exit 16N, Franklin Ave.

From NYC/West: take the Cross Island Parkway SOUTH to the Southern State Parkway EAST. Take exit 15, Franklin Ave., turn left at the 2nd light onto Franklin Ave.

On Franklin Ave.: turn RIGHT onto Hempstead Turnpike and go 5 blocks. Turn LEFT onto Lincoln Rd. (7-Eleven on corner). The VFW Hall and parking lot are on the RIGHT.

HAUPPAUGE (Perry Duryea State Office Building)

250 Veterans Memorial Highway
Basement Conference Room
Hauppauge, NY 11788

Note: Building sits back off highway. Look for the green sign near the road.

NEW YORK CITY

123 William Street, 2nd Floor
New York, NY 10038

EVERY TUESDAY at 9:00 a.m. & 10:30 a.m.

ALBANY*

(Alfred E. Smith State Office Building)

80 South Swan Street
Albany, New York 12239

***Located at the corner of Washington Avenue and South Swan Street**

BUFFALO

(State Office Building)

65 Court Street
Main Floor Hearing Room, Part 5
Buffalo, NY 14202

ROCHESTER

(Finger Lakes DDSO)

620 Westfall Road
Rochester, NY 14620

Take NYS Thruway to Exit 46, take 390 North to exit 16, turn RIGHT on East Henrietta Road, turn right at 2nd traffic light onto Westfall Road, Finger Lakes DDSO is on LEFT. Park in lot on right. **DO NOT ENTER THROUGH MAIN LOBBY.** Look for Sign, "New York State Testing."

SYRACUSE

(American Postal Workers Union Hall)

407 E. Taft Road
North Syracuse, NY 13212

Note: Park in the rear of building, enter through back door

On the following TUESDAYS at 9:00 a.m. & 10:30 a.m.

January 23, 30	February 13, 27	March 13, 27
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BINGHAMTON

(State Office Building)

44 Hawley Street, 15th Floor
Binghamton, NY 13901

UTICA

(State Office Building)

207 Genesee Street 1st Floor, Room 107
Utica, NY 13501

On the following TUESDAYS at 1:30 p.m.

January 9	February NO EXAM	March 6
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PLATTSBURGH
(PARC Dining Hall - Part of Clinton Community College)

14 Dormitory Drive, Conference Room 1
Plattsburgh, NY 12903

From North:

Take Route 9 south through Plattsburgh (city). At roundabout, turn right (first exit) onto New York Road. Turn left after 1.3 miles onto Idaho Ave. Take first left onto Dormitory Drive.

From South:

Take Route 9 north through Plattsburgh (town). At roundabout, take third exit onto New York Road. Turn left after 1.3 miles onto Idaho Ave. Take first left onto Dormitory Drive.

From I-87:

Take exit 36 to Route 22 heading north, toward Plattsburgh. Follow Route 22 for 2-3 miles. Take right onto Arizona Ave, after passing Plattsburgh International Airport. After .6 miles, take second left onto New York Road. Take first right onto Idaho Ave. Take first left onto Dormitory Drive.

On the following WEDNESDAYS at 9:30 a.m. & 11:00 a.m.

January 10, 24	February 7, 21	March 7, 21
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POMONA
(Rockland County Fire Training Center)

35 Firemen's Memorial Drive
Pomona, NY 10970

On the following TUESDAYS at 9:00 a.m. & 10:30 a.m.

January 23, 30	February 13, 27	March 13, 20, 27
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NEW PALTZ
(Hampton Inn by Hilton)

4 South Putt Corners Road
New Paltz, NY 12561