Become a Notary Public in One Day

Would you like to start your own business, become a more valuable employee, provide customer service for your business or organization, and/or earn additional income? Then become a Notary Public. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective notary. Topics include legislation and how to pass the official Notary Exam (must be taken every four years). Learn how to:

- Recognize proper identification
- Confirm identity of signers
- Comply with state laws
- Keep a journal
- Fill out certificates
- Administer oaths or affirmations
- Notarize the necessary documents
- Avoid lawsuits

This seminar includes a practice Notary Public Exam to prepare you for the state exam. Cooperative Personnel Services (CPS) will register you for the official exam from 4:15 p.m.-5:00 p.m. The state exam will be administered from 5:00 pm to 6:00 pm.

In order to take the state exam, each candidate must have a check or money order made payable to the Secretary of State. The candidate’s name must be preprinted on the check; temporary checks and cash are not accepted. Receipts are available upon request at the test site.

You will need the following:
- Exam fee of $40 to be paid on the day of class by check or money order only, made payable to the Secretary of State
- Proper Identification—Current driver’s license with photo, state issued ID card, passport, or US military ID card
- A #2 pencil
- Passport-size photo (2x2)

All persons appointed as a Notary Public are required to undergo a background check including live scan fingerprints by the California Department of Justice and the Federal Bureau of Investigation. (Serious convictions may disqualify applicant)

**Please note:** Due to state regulations, no one will be admitted to the classroom after 8:30 a.m. so Please arrive early. You must also be on time when returning to the classroom after break-time.

**Refunds will not be issued.**
**Presenter:** Notary Public Seminars  
**Location:** Rancho Campus, HS-143

**Class:** #83244  
**Date:** 2/21/15, Saturday  
**Time:** 8:00 a.m. – 6:00 p.m.

**Class:** #83245  
**Date:** 5/9/15, Saturday  
**Time:** 8:00 a.m. – 6:00 p.m.

**Fee:** $129 (Source Book Included)