



Office of the Secretary of the State
State of Connecticut
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Stephanie Thomas
Secretary of the State

Jacqueline A. Kozin
Deputy Secretary of the State

Sent Via E-Mail

January 27, 2023

To: All Town Clerks

Important Information
On-Line Notary Public Applications and Renewals

The Office of the Secretary of the State now offers Notary Public Licensing applications and renewals online through the state's eLicense System.

We no longer accept paper applications using old forms. Please dispose of paper applications and Notary Manuals and remove notary applications from your town website.

The Office of the Secretary of the State, Business Services Division, licenses all notaries public in the state. The fee for a new notary commission is \$120 and the fee to renew a notary commission is \$60. Notary commissions are valid for five years.

Please direct Notary Public Licensing applicants to our website at: <https://portal.ct.gov/notary>.

For more information or assistance applicants are encouraged to e-mail us at bsd@ct.gov. When emailing, please provide your full name and, if applicable, your notary license number.

Thank you for your role administering this vital service.

Sincerely,

Stephanie Thomas
Secretary of the State
(860) 509-6002
bsd@ct.gov

Secretary of the State* ☎ 860-509-6200 🌐 www.portal.ct.gov/sots

Business Services Division ☎ 860-509-6002 ✉ bsd@ct.gov Legislation & Election Administration Division ☎ 860-509-6100 ✉ lead@ct.gov

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