



**Office of the Secretary of the State**  
State of Connecticut  
165 Capitol Avenue, Suite 1000  
P.O. Box 150470, Hartford, CT 06115-0470

**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](mailto: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](mailto:bsd@ct.gov)

**Secretary of the State\*** ☎ 860-509-6200 🌐 [www.portal.ct.gov/sots](http://www.portal.ct.gov/sots)

**Business Services Division** ☎ 860-509-6002 ✉ [bsd@ct.gov](mailto:bsd@ct.gov) **Legislation & Election Administration Division** ☎ 860-509-6100 ✉ [lead@ct.gov](mailto:lead@ct.gov)

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