



Department of State
Licensing Services

NYS Online
Licensing Portal

RENEWING YOUR NOTARY PUBLIC COMMISSION

Notary public commissions are eligible to be renewed 90 days before the expiration date and no more than 6 months after the expiration date. The expiration date of your commission may be found on your notary public commission ID card. You must renew your commission online through our online licensing system. To renew your commission, follow the below instructions:

- Access the online system at: <https://businessexpress.ny.gov>; then, click on "Search Applications" and search for "Notary"
- Create or log into your existing account.
- Find your notary record.
- Go to "My Dashboard" to start your renewal.

Once your application has been processed, you will be emailed your notary commission card. If there are deficiencies with your renewal application, you will receive an email requesting additional information.

Please keep your email address current with our office to ensure you receive updated information regarding your commission.
