

# CPS NOTARY PUBLIC EXAMINATION SERVICES

## Testing Information

To be granted a California Notary Public commission, you must meet the requirements set by the Secretary of State's office (<http://www.sos.ca.gov/notary/>) and pass an examination to verify that you have at least a minimum level of knowledge regarding the laws and regulations affecting notary public services. The Notary Public Section has contracted with CPS HR Consulting (CPS) to conduct its regularly scheduled examinations at established test centers throughout the state of California.

**About the exam:** The Notary Public Examination consists of multiple choice questions. It is a closed-book examination which is administered by proctors. Please allow approximately 1-2 hours for testing and proctor instructions. All of the material in the California Notary Public Handbook (including updates, if any) is subject to examination.

**Registration:** must be received at least 15 business days prior to the requested examination date.

\* Register online at  
<https://www.cpsr.us/exam-registration/#notarycandidate>  
OR

\* Call **916-263-3520** (Monday - Friday, 8am - 5pm)

Be prepared to provide the following information:

- YOUR NAME
- MAILING ADDRESS
- DAYTIME PHONE NUMBER
- EXAMINATION DATE, TIME, AND LOCATION
- EMAIL ADDRESS

A confirmation scheduling letter will be sent via email or USPS if your registration is made at least 15 business days prior to the examination date.

**Special Accommodation Testing** is available for candidates who are unable to take the examination on Saturday due to religious affiliations or have an ADA disability. *CPS requires a request in writing with your preferred location and exam date as well as your contact information. You must also attach a document signed by your clergy or doctor on their official letterhead specifically identifying the accommodation required.* Send your request and official documents to CPS Notary Public Exam, 2450 Del Paso Rd, Suite 160, Sacramento, CA 95834. Allow 3-4 weeks for processing.

**Walk-in registration** is allowed on a space-available, "first come, first-served" basis. Walk-in candidates will be admitted into the test center after all pre-registered applicants have been admitted. Walk-in registration is not guaranteed.

**Frequency of Testing:** Candidates can test only once per calendar month. If the examination is taken more than once in a calendar month, the second score will be invalid and any fees paid will be forfeited.

**Reappointments:** Candidates applying for reappointment may take the exam up to twelve months prior to the expiration of their current commission. To avoid a lapse in commissions, it is recommended that candidates apply for reappointment at least six months prior to the expiration of their current commission.

**Arrival Time:** All candidates, walk-in or pre-registered, should arrive at the site 45 minutes prior to the scheduled exam time.

**Fees:** Fees are to be paid by check or money order made payable to the Secretary of State, according to the below fee schedule. Each candidate must have a separate check or money order. Receipts are available upon request at the test site.  
**Please note, fees are non-refundable.**

- **\$40.00** - new applicants and reappointments
- **\$20.00** - applicants who have previously taken the examination and failed

**Bring the following materials to the testing center:**

1. **Photo Identification** (one from the list below), must be current or issued within the last 5 years. No other forms of photo identification are acceptable.
  - A driver's license or State DMV I.D. card
  - A Canadian or Mexican Driver's license
  - U.S. Passport or Passport issued by a foreign government
  - A U.S. Military I.D. Card
2. **A check, money order, or cashier's check** for the appropriate fee made payable to The Secretary of State, with the candidate's name and last four digits of the Social Security number written on it. The candidate's name must be preprinted on the check; temporary checks are not accepted. Cash is not accepted.
3. **A completed application form** – available at:  
<http://www.sos.ca.gov/notary/forms/>
4. **A 2" x 2" color passport photograph** of yourself
5. The original **Proof of Completion** from your mandatory education class, if you have completed the course
6. Two (2) sharpened **No. 2 lead pencils**

During the exam all personal belongings must be placed in the designated location. Neither CPS nor the Secretary of State is responsible for personal belongings at the test; therefore, CPS recommends bringing only your I.D., application materials, and a check or money order into the exam room.

**Security Procedures:** The following security procedures will apply during the examination:

- No questions regarding test items will be answered by the proctors. All necessary instructions are given by the proctor and are also in the test booklet. You will not be permitted to talk nor communicate with anyone other than the proctor, nor may you use books, notes, or other aids.
- Once you have been seated and the examination begins, you may leave the test center **ONLY** to use the restroom (limited to one candidate at a time) and only after obtaining permission from the Chief Proctor. However, you will not receive additional time to complete the examination.
- No children are permitted into the testing site.
- Any candidate seen giving or receiving assistance, found with unauthorized materials, or who violates any security regulations will be asked to turn in all examination materials and to leave the test center. All such instances will be reported to the Secretary of State's Office, Notary Public Section.
- Copying or communication of the test content is a violation of security regulations and will result in the disqualification of examination results and legal action under Federal copyright laws.
- No smoking, eating, or drinking is allowed in the testing center.

**Emergency Test Center Closure:** Inclement weather or other emergencies may force the closure of a test center on the scheduled test date. In that event, the examination will be rescheduled. All registered candidates will receive notification of the new date and time of the test.

**Convictions:** State law requires all applicants to be fingerprinted as part of a background check **prior** to being granted an appointment as a Notary Public. Please visit the Secretary of State's website for additional information. <http://www.sos.ca.gov/notary/>

You are required to disclose **all** convictions on your application. Convictions dismissed under Penal Code Section 1203.4 or 1203.4a **must** be disclosed. Failure to disclose a conviction may result in the denial of your application.

For a list of the most common disqualifying convictions and additional information visit the Secretary of State's website.

**Note:** When a recommendation is made to deny an application, the applicant has the right to appeal the recommendation through the administrative hearing process.

**Result Notification:** Results from your Notary Public Examination will be emailed (if you provide an email address on the upper right-hand corner of your application) or mailed via USPS **15 business days following the examination.** Result information will **not** be discussed over the phone. A **score of 70 is passing.**

**Results Online:** Once exam results have been generated, a copy of the exam results notification will be available on your online account at

<https://www.cpsshr.us/exam-registration/#notarycandidate>.

Select the "My Account" link located on the top, right hand side of the CPS Notary home page. Once logged in, select "View Notifications" to view your exam results letter.

**Candidates passing the examination:** All persons appointed as a Notary Public are required to undergo a background check by the California Department of Justice and the Federal Bureau of Investigation for each Notary Public Appointment. The Request for Live Scan Service form is available on the Secretary of State's website at <http://www.sos.ca.gov/notary/forms/>

**Candidates not passing the examination** will be mailed a fail notice.

When **retaking** the examination, please submit:

- **Fail notification letter,**
- **Completed application form,**
- **2" x 2" color passport photograph of yourself**
- The original **Proof of Completion** from your mandatory education class, if you have completed the course
- **A check, money order, or cashier's check for \$20.00 made payable to the Secretary of State.**

**Rescoring Test Results:** Requests for rescoring test results must be submitted in writing and accompanied with a \$30.00 money order only, payable to CPS. **No checks or cash will be accepted.** Rescoring requests must be received by CPS within 45 days after the test date at the following address: 2450 Del Paso Rd, Suite 160, Sacramento, CA 95834, ATTN: Notary Public Exam. Processing of these requests will be handled on a daily basis.

**Commission:** Notary Public commissions are issued from the Secretary of State's office, Notary Public Section. The notary public application processing time can be viewed on the Secretary of State's website at <http://www.sos.ca.gov/notary/processing-times/>

**CPS HR Consulting  
Notary Public Examination  
(916) 263-3520  
2450 Del Paso Rd, Suite 160  
Sacramento, CA 95834**

<https://www.cpsshr.us/exam-registration/notary/info/>

**Secretary of State  
Notary Public Section  
(916) 653-3595  
P.O. Box 942877  
Sacramento, CA 94277-0001  
[www.sos.ca.gov](http://www.sos.ca.gov)**