



**State of Vermont
Office of the Secretary of State**

Office of Professional Regulation
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sos.vermont.gov

**James C. Condos, Secretary of State
Christopher D. Winters, Deputy Secretary
S. Lauren Hibbert, Director**

Dear Notaries Public,

We hope this email finds you well during these uncertain times. This communication contains information about your notary public commission, including details about renewing your commission this coming winter.

Renewals

Current notary public commissions must be renewed by January 31, 2021. Renewal reminders will be emailed to all commission holders at the email address on file with OPR.

You will be able to renew your commission at least 6 weeks before it expires on January 31, 2021. Because this is the first notary public commission renewal with OPR, you may be able to renew sooner. OPR will notify you by email when the renewal period begins.

Continuing Education (CE) & Exams

No continuing education or examination are required for notaries public to renew their commissions during the 2021 renewal period.

Notary public commission holders who wish to renew their commission in **2023** will need to complete two hours of continuing education between 2021 and 2023. Further guidance about continuing education will be issued by OPR early next year.

Notaries public who currently hold a commission or obtain a commission on or prior to January 31, 2021 will never need to take an examination. Only those individuals who apply for a notary public commission on February 1, 2021 or later will need to take and pass an examination. Further information about the examination will be available early next year.

Questions About Notarial Acts and Commissions

If you have questions about your commission or how to perform a notarial act, please visit OPR's [Frequently Asked Questions](#) (FAQ) or [stamps and certificate](#) web page, or contact our Office. The FAQ page and the stamps and certificate page provide up-to-date guidance on such subjects as how to correctly complete certificates, allowed information on stamps, the commission expiration date, and



where to find your commission number.

OPR will also publish and begin taking public comment on administrative rules for notaries public this coming fall and winter. Please visit the following link for updated information about the rules: <https://sos.vermont.gov/notaries-public/statutes-rules-resources>.

Please note that the Emergency Administrative Rules for Notaries Public and Remote Notarization were refiled on September 21, 2020 and are effective through March 19, 2021. These Rules permit notaries public to perform notarial acts using an audio-visual communication link rather than in-person appearances, subject to certain conditions. The Rules and guidance on their implementation can be found here: <https://sos.vermont.gov/notaries-public/statutes-rules-resources>.

We encourage you to visit the [OPR Website](#) for more information on [notaries public](#) and your commission.

Please do not hesitate to reach out to me if you have any questions.

Sincerely,

Kara Shangraw
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