

## Timetable for Notary Commission Renewals – 2016

If you are applying to **renew** your commission as a notary public in the District of Columbia, the timetable below should help you understand when you need to have your application in to the Office of Notary Commissions and Authentications (ONCA) in order to not have a lapse in your commission in 2016. It also provides a **guideline** for when you will receive your appointment notice allowing you to purchase your new supplies and surety bond (when applicable) before you come into the office to take your oath. The column **on the left** is the date of your renewal of your commission; your current commission will expire the day before. The **middle column** is the date you **must** have the completed and accurate application and fee in the office (no exceptions) in order to be able to renew your commission by your expiration date without a break in your commission. For example, if your commission expires on April 14, 2016, your application must have been submitted correctly not later than March 7, 2016 to not have a lapse in your commission. We do not accept faxed or emailed applications. The column **on the right** shows the **APPROXIMATE** date the notices will be sent by email to the address you listed on your application. Please feel free to contact us at: [notary@dc.gov](mailto:notary@dc.gov), 202 727-3117 with any questions.

<i>Renewal Date for commission</i>	<i>Deadline to receive application</i>	<i>Appointment Notice Email to Individual (APPROXIMATE Date)</i>
<b>JANUARY 2</b>	NOVEMBER 18	DECEMBER 8
<b>JANUARY 15</b>	DECEMBER 7	DECEMBER 30
<b>FEBRUARY 1</b>	DECEMBER 14	JANUARY 6
<b>FEBRUARY 15</b>	JANUARY 11	FEBRUARY 3
<b>MARCH 1</b>	FEBRUARY 1	FEBRUARY 19
<b>MARCH 15</b>	FEBRUARY 8	MARCH 2
<b>APRIL 1</b>	FEBRUARY 29	MARCH 18
<b>APRIL 15</b>	MARCH 7	MARCH 24
<b>MAY 1</b>	MARCH 28	APRIL 14
<b>MAY 15</b>	MARCH 30	APRIL 27
<b>JUNE 1</b>	APRIL 18	MAY 11
<b>JUNE 15</b>	MAY 2	MAY 25
<b>JULY 1</b>	MAY 16	JUNE 8
<b>JULY 15</b>	JUNE 6	JUNE 29
<b>AUGUST 1</b>	JUNE 15	JULY 6
<b>AUGUST 15</b>	JULY 5	JULY 27
<b>SEPTEMBER 1</b>	JULY 18	AUGUST 10
<b>SEPTEMBER 15</b>	AUGUST 1	AUGUST 24
<b>OCTOBER 1</b>	AUGUST 5	SEPTEMBER 7
<b>OCTOBER 15</b>	AUGUST 30	SEPTEMBER 28
<b>NOVEMBER 1</b>	SEPTEMBER 19	OCTOBER 12
<b>NOVEMBER 15</b>	OCTOBER 3	OCTOBER 26
<b>DECEMBER 1</b>	OCTOBER 17	NOVEMBER 9

