

Timetable for Notary Commission Renewals – 2017

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 **2017**. 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, 2017, your application must have been submitted correctly not later than March 6, 2017 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, 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>
JANUARY 2	NOVEMBER 14	DECEMBER 9
JANUARY 15	DECEMBER 5	DECEMBER 30
FEBRUARY 1	DECEMBER 12	JANUARY 13
FEBRUARY 15	JANUARY 9	JANUARY 30
MARCH 1	JANUARY 23	FEBRUARY 13
MARCH 15	FEBRUARY 6	MARCH 3
APRIL 1	FEBRUARY 21	MARCH 17
APRIL 15	MARCH 6	MARCH 31
MAY 1	MARCH 27	APRIL 12
MAY 15	APRIL 3	APRIL 28
JUNE 1	APRIL 17	MAY 12
JUNE 15	MAY 1	MAY 26
JULY 1	MAY 15	JUNE 9
JULY 15	JUNE 5	JUNE 30
AUGUST 1	JUNE 12	JULY 7
AUGUST 15	JULY 3	JULY 28
SEPTEMBER 1	JULY 17	AUGUST 11
SEPTEMBER 15	JULY 31	AUGUST 25
OCTOBER 1	AUGUST 14	SEPTEMBER 8
OCTOBER 15	SEPTEMBER 5	SEPTEMBER 29
NOVEMBER 1	SEPTEMBER 18	OCTOBER 13
NOVEMBER 15	OCTOBER 2	OCTOBER 27
DECEMBER 1	OCTOBER 16	NOVEMBER 9
DECEMBER 15	OCTOBER 30	NOVEMBER 24

