

## Timetable for Notary Commission Renewals – 2019

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 **2019**. 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, 2019, your application must have been submitted correctly not later than March 4, 2019 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>	<b>NOVEMBER 12(H)</b>	<b>DECEMBER 7</b>
<b>JANUARY 15</b>	<b>DECEMBER 3</b>	<b>DECEMBER 21</b>
<b>FEBRUARY 1</b>	<b>DECEMBER 10</b>	<b>JANUARY 4</b>
<b>FEBRUARY 15</b>	<b>JANUARY 7</b>	<b>JANUARY 28</b>
<b>MARCH 1</b>	<b>JANUARY 21(H)</b>	<b>FEBRUARY 11</b>
<b>MARCH 15</b>	<b>FEBRUARY 4</b>	<b>FEBRUARY 25</b>
<b>APRIL 1</b>	<b>FEBRUARY 15</b>	<b>MARCH 11</b>
<b>APRIL 15</b>	<b>MARCH 4</b>	<b>MARCH 25</b>
<b>MAY 1</b>	<b>MARCH 18</b>	<b>APRIL 8</b>
<b>MAY 15</b>	<b>APRIL 1</b>	<b>APRIL 22</b>
<b>JUNE 1</b>	<b>APRIL 15</b>	<b>MAY 8</b>
<b>JUNE 15</b>	<b>APRIL 29</b>	<b>MAY 22</b>
<b>JULY 1</b>	<b>MAY 13</b>	<b>JUNE 5</b>
<b>JULY 15</b>	<b>JUNE 3</b>	<b>JUNE 24</b>
<b>AUGUST 1</b>	<b>JUNE 17</b>	<b>JULY 10</b>
<b>AUGUST 15</b>	<b>JULY 8</b>	<b>JULY 29</b>
<b>SEPTEMBER 1</b>	<b>JULY 22</b>	<b>AUGUST 14</b>
<b>SEPTEMBER 15</b>	<b>AUGUST 5</b>	<b>AUGUST 26</b>
<b>OCTOBER 1</b>	<b>AUGUST 19</b>	<b>SEPTEMBER 9</b>
<b>OCTOBER 15</b>	<b>SEPTEMBER 9</b>	<b>OCTOBER 4</b>
<b>NOVEMBER 1</b>	<b>SEPTEMBER 23</b>	<b>OCTOBER 9</b>
<b>NOVEMBER 15</b>	<b>SEPTEMBER 30</b>	<b>OCTOBER 28</b>
<b>DECEMBER 1</b>	<b>OCTOBER 14</b>	<b>NOVEMBER 8</b>
<b>DECEMBER 15</b>	<b>OCTOBER 28</b>	<b>NOVEMBER 18</b>