

Commission Applications

Qualifications

In Hawaii, to be eligible for a notary public commission:

Applicants must be 18 years of age and residents of Hawaii, a United States citizen, or a national or permanent resident alien of the U.S. who diligently seeks citizenship upon becoming eligible to apply for U.S. Citizenship.

Overview of the application process

1. A letter of character recommendation, a letter of justification from applicant's employer or if the applicant is self-employed.
2. To complete an application [online](#).
3. \$20.00 application fee.

The letter of justification should state in detail the reasons for applying for a commission with the estimated number of notarial acts, the type of documents being notarize, and that the notary public will serve the general public. The letter of justification should be prepared by an officer of the corporation or a partner of the organization of which the applicant is an employee. An applicant who is self-employed may prepare a letter of justification for one's self. The letter of character should be written by a reputable resident of Hawaii, other than an employer or relative, who from past association can vouch for the integrity and moral character of the applicant as well as a contact number and/or email address.

Submit an application online with \$20.00 application fee payment as required by § 5-11-46, Hawaii Administrative Rules, amended March 12, 2015. There is no-fee for "Government" notaries public.

The issuance of a commission depends the approval of the application by the Attorney General and the successful passing of a written examination by the applicant. You will be notified by email after your application has been approved. You must login to your [notary account](#) to schedule an exam with the [notary exam scheduler](#). An exam notification letter will be emailed to you with the date, time and location. The examination will be held at designated locations in the county in which the applicant resides.

To prepare for the exam, please review the following: [Notary Public Manual](#), [HAR § 5-11: Notaries Public](#), [HRS 456 Hawaii Revised Statutes](#).

If you have any questions, problems or need assistance with the application process please call (808) 586-1216 or [email](#) the notary office.