



COMMONWEALTH OF VIRGINIA

Fairfax Circuit Court

4110 Chain Bridge Road
Fairfax, Virginia 22030-4048

JOHN T. FREY
Clerk Of Circuit Court

703-246-2770 TDD 703-352-4139



SUZANNE LUBKEMAN
Chief Deputy

Notary Information

All notary applications are processed by the Secretary of the Commonwealth. Please visit their website at <http://commonwealth.virginia.gov/official-documents/notary-commissions/> or contact them by telephone at (804)786-2441 for more information. The Fairfax Circuit Court does not accept or process notary applications.

If you have applied with the Secretary of the Commonwealth to obtain your notary commission and you will be picking up your commission at the Fairfax Circuit Court, follow the directions below:

1. Approximately three to six weeks after you have submitted your *Application for Appointment as a Notary Public* to the Secretary of the Commonwealth, you will receive a letter from their office stating that your commission has been processed.
2. Upon receipt of this letter, please wait three business days and then call the Fairfax Circuit Court to confirm that we have received your commission. The telephone number is (703)691-7320 press 3, 6, 0.
3. After receiving this confirmation, you will need to visit Public Service Division of the Fairfax Circuit Court to take your oath and receive your commission.
 - a. You will be required to present valid photo identification such as a valid driver's license, passport or military identification. **The name on your identification must match the name on your commission.**
 - b. The fee to obtain your commission is ten dollars (\$10.00). Cash, credit card (Visa/MasterCard only with a 4% processing fee) and check made payable to *Clerk of the Court* are accepted.
 - c. The Public Service Division of the Fairfax Circuit Court is located at:

Fairfax Circuit Court - Public Service Division
4110 Chain Bridge Road, Suite 116
Fairfax, Virginia 22030
Hours: 8:00 a.m. to 4:00 p.m. Monday through Friday

Note: Virginia notaries are not required to post a bond in order to obtain their commission; however, due to changes made in the civil liability of notaries by the Virginia Notary Act of 1980, notaries may wish to consider liability insurance for their own protection. Notaries who perform notarial duties in connection with their employment should consult their employer to determine whether they are covered or could be covered by the employer's policy.