



State of North Carolina
 Department of the Secretary of State
 Elaine F. Marshall, Secretary of State

OFFICE USE ONLY

NP#

Examiner

Proofed

**APPLICATION FOR INITIAL APPOINTMENT AS A
 NORTH CAROLINA NOTARY PUBLIC**

*BOTH SIDES OF FORM MUST BE COMPLETE AND LEGIBLE
 PLEASE PRINT IN INK OR TYPE*

ASSISTANCE:

The Notary Public Section is available for assistance from 8:00am to 5:00pm, Monday through Friday, with the exception of holidays. You may contact us at (919) 807-2131.

FEE:

Make check or money order payable to NC Secretary of State in the amount of \$50.00. Fees are non-refundable (see N.C. Gen. Stat. § 10A-7). **PLEASE DO NOT SEND CASH.**

MAIL APPLICATION AND FEE TO:

Notary Public Section
 Department of the Secretary of State
 PO Box 29626
 Raleigh, NC 27626-0626

1. Name of applicant as you wish to be commissioned (Exact name and/or initials) (No nicknames): EX: John Edward Doe OR John E. Doe OR J.E. Doe OR John Doe				
2. Mailing Address:		City:	State:	Zip:
3. Residence Address (If different from mailing address):		City:	State:	Zip:
4. Business Phone: ()	Home Phone: ()	Fax: ()	5. Social Security Number:	
6. E-mail Address:			7. County of Residence:	
8. Business / Employer Name: _____ Occupation: _____				
Business Address: _____				
City / State / Zip Code: _____ County: _____				
9. I hereby certify that the above named applicant has successfully completed the notary public education course and therefore qualifies for your consideration for a notary public commission.				
_____ (signature of instructor)		_____ (print or type name)		_____ (date)
_____ (name of community college)				
10. I hereby recommend the commissioning of the applicant to serve as a notary public.				
_____ (signature of elected official)		_____ (print or type name)		_____ (date)
_____ (title of elected official)				
11. Are you a member of the North Carolina Bar? Yes <input type="checkbox"/> No <input type="checkbox"/> (Practicing attorneys are exempt from taking the notary course; however, they are required to maintain a current notary guidebook.)				
12. Do you have a current notary guidebook? Yes <input type="checkbox"/> No <input type="checkbox"/> (N.C. Gen. Stat. § 10A-4 requires that you purchase and keep this as a reference.) The Notary Public Guidebook may be purchased for \$12.72 (including tax, shipping and handling) from: The Institute of Government CB#3330 Knapp Building UNC – Chapel Hill Chapel Hill, NC 27599-3330 919-966-4119				

CONTINUED ON BACK OF FORM

13. Do any of the following statements apply to you? Yes No

If yes, Indicate letter(s) _____

- A. Conviction of a crime involving dishonesty or moral turpitude.
- B. Revocation, suspension, or restriction of a notarial commission or professional license by this or any other state.
- C. Engaging in "official misconduct" as that term is defined by N.C. Gen. Stat. § 10A-3(6).
- D. Disqualification for office because of Section 8 of Article VI of the Constitution of North Carolina.
(See #6 of the eligibility requirements for details on Article VI, Section 8.)

If you answered "yes" in the above section, please provide the following:

- 1. A written detailed explanation of the charge(s) against you and the extent of your involvement.
- 2. A copy of the court judgement for misdemeanor or felony charge(s).
- 3. For felony charge(s), attach a copy of your citizenship restoration.
- 4. Two letters of recommendation from your employer, minister, or another person, other than a family member, that can provide us a statement as to why these charges should not prevent you from being re-appointed as a notary.

14. I hereby certify that the above statements are true and correct and that I am aware of my duties and responsibilities as a notary public for the state of North Carolina.

**NOTARY PUBLIC
SEAL HERE**

Signature of applicant: _____
(must be the same as entered into box #1)

The following is for a notary public to notarize YOUR signature:

Sworn to and subscribed before me this the ____ day of _____
In the year of _____.

NOTARY PUBLIC

COMMISSION EXPIRES

ELIGIBILITY REQUIREMENTS FOR INITIAL APPOINTMENT

- 1. An applicant must be at least 18 years of age.
- 2. An applicant must reside in this state or if nonresident, be employed in this state.
- 3. An applicant must satisfactorily complete a course of study that is approved by the Secretary of State consisting of not less than three hours nor more than six hours of classroom instruction provided by a community college in North Carolina, unless the person is a licensed member of the North Carolina Bar.
- 4. An applicant must purchase and keep as a reference a manual approved by the Secretary of State that describes the duties, authority, and ethical responsibilities of notaries public.
- 5. An applicant must submit an application containing no significant misstatement or omission of fact. The application form shall be provided by the Secretary of State and be available at the Register of Deeds Office in each county. Every application shall bear the signature of the applicant written in *pen and ink*, and the signature shall be acknowledged by the applicant before a person authorized to administer oaths. (Example: Clerk of Court, Register of Deeds, or a Notary Public) The applicant shall also obtain the recommendation of one publicly elected official in North Carolina whose recommendation shall be contained on the application.
- 6. Article VI, Section 8 of the Constitution of North Carolina disqualifies the following persons from holding office: any person who has been adjudged guilty of treason or any other felony against this state of the United States, or any person who has been adjudged guilty of a felony in another state that would also be a felony if it had been committed in this state, or any person who has been adjudged guilty of corruption or malpractice in any office and who has not been restored to the rights of citizenship in the manner prescribed by law.
- 7. An applicant must be able to read and write English.

PLEASE NOTE: Please allow approximately **three weeks** for the processing of applications.

PROCEDURES FOR TAKING OATH: The Notary Public Section will process your application and return to you a transmittal letter through the mail. After the receipt of the transmittal letter, you will need to go to the Register of Deeds in the county in which the commission is issued to take the oath of office. The oath must be taken within 90 days of the effective date listed on the transmittal letter. If 90 days lapse before the oath is taken, a new initial application and \$30.00 fee must be resubmitted. **Notary appointments are NOT valid until the oath of office is taken. The oath must be taken with each reappointment commission.**

January 2001 NP-IA