



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

APPLICATION FOR INITIAL APPOINTMENT AS A NORTH CAROLINA NOTARY PUBLIC (Revised 10/1/2006)

Read the instructions on the back of this form completely before filling out this application

1. Applicant's full Legal Name (Full name with no initials.) _____ Gender: M F

2. Applicant's Commission Name _____

(Commission Name - You may use one initial for the first or middle name but not for both. Name shall be a part of your full legal name. No nicknames. No single initials without a full first or middle name. This name is how you will be commissioned and shall appear as such on your seal.)

3. Mailing Address: _____	City: _____	State: _____	Zip: _____
Residence Address if Different: _____	City: _____	State: _____	Zip: _____

4. Business Phone _____	Home Phone _____	Fax _____	5. Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If No, attach a copy of your Permanent Resident Card (Form I-551).</i>
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6. Social Security # _____	7. E-Mail Address _____	8. Birth Date _____	High School Diploma or equivalent? Yes <input type="checkbox"/> No <input type="checkbox"/>	9. County of Residence _____
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10. Occupation: _____ OR Unemployed Retired Student Self-Employed
 Business / Employer: _____ County Where Employed: _____
 Business Address: (Address, City, State, Zip) _____

11. Have you completed a notary public education course? Yes No Number of Class Hours: _____

(name of educational organization or community college) *(print or type name of instructor)* *(date completed)*

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) _____
(date)

12. I hereby recommend the commissioning of the applicant to serve as a notary public.

(signature of elected official) _____
(title of elected official)

(print or type name) _____
(date)

13. Are you a member of the North Carolina Bar? Yes <input type="checkbox"/> No <input type="checkbox"/>	14. Do you have a current notary guidebook? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: Year _____ Edition _____
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15. Have you ever been convicted by any court of a felony, a misdemeanor, or charged with an offense for which trial is still pending? If yes, see instructions on following page. Yes No

16. Have you ever had a professional license or notary commission denied, revoked, restricted or suspended? Have you ever had to resign a license or commission under unfavorable circumstances? If yes to either question, see instructions on following page. Yes No

17. State of North Carolina _____
 County of _____

I, _____, solemnly swear or affirm under penalty of perjury that the information in this
(applicant's printed name as commissioned in line 2)
 application is true, complete and correct; that I understand the official duties and responsibilities of a notary public in this State, as described in the statutes; that I can speak, read and write in the English language; and that I will perform to the best of my ability all notarial acts in accordance with the law.

Signature of Applicant: _____
(This signature must match the name in line 2 of this application and must be used in signing ALL notarized documents.)

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20_____

(Official Seal or Stamp)

Signature of Notary Public: _____

Printed Name of Notary Public: _____

My Commission Expires _____, 20_____

FORM MUST BE COMPLETE, LEGIBLE AND CORRECT OR APPLICATION WILL BE REJECTED.
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 by phone at (919) 807-2219, by e-mail at notary@sosnc.com, or by fax at (919) 807-2210.

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. General Statute § 10B-13). **PLEASE DO NOT SEND CASH.** The Secretary of State's office will process your application within 72 hours of receipt. Please allow two weeks to receive your notice.

MAIL APPLICATION AND FEE TO: Notary Public Section
Department of the Secretary of State
PO Box 29626
Raleigh, NC 27626-0626

APPLICATION INSTRUCTIONS: All Information is Required Under G.S. 10B-5, 10B-7

1. Enter your full legal name. This name should match the name on your official identification.
2. Enter the name you wish to use for your notary public commission. You may use one initial for the first or middle name or any combination of your full legal name but not two initials. No nicknames. This name should appear on your seal and must be used in signing all notarized documents.
3. Enter your complete mailing address. This address can be a P. O. Box, however, if your mailing address is different from your residence address, enter your residence address in the space allowed. This address must show a physical location with a street number and name.
4. Enter your business phone with area code. Enter your home phone with area code. Enter your fax number with area code.
5. If you are not a citizen of the United States, attach a copy of your Permanent Resident card (Form I-551) issued to all Permanent Residents as evidence of alien registration and permanent status in the U.S.
6. Enter your Social Security number. Only the last four digits are required, however, providing the full Social Security number is recommended.
7. Enter your complete e-mail address clearly and legibly. This should be updated as needed by e-mail to our office.
8. Enter the month, day and year of your birth and check the appropriate box if you have a high school diploma or the equivalent.
9. Enter your county of residence. If you are a North Carolina resident, this is the county where you will be commissioned.
10. Enter your occupation (i.e., bank teller, paralegal, attorney, realtor, etc.). **This must not be blank.** If you are unemployed, retired, a student, or self-employed, check the appropriate box. Enter your employer's name. Enter your employment address and the county of your principal employment. If you are not a North Carolina resident but your principal employment is in North Carolina, you must send proof of employment from your employer, on company letterhead, to be commissioned in the county of your employment.
11. You must complete the required six-hour notary public education course to be commissioned as a notary in North Carolina. Enter the name of the community college where you took the course, the name of your instructor, and the date that you completed your course. Initial applicants must have your instructor sign and date your application. Initial applicants are required to pass a written examination approved by the Secretary with a score of 80% or better.
12. Initial applicants must take the application to an elected official for a recommendation of commissioning. The elected official can be a mayor, town council member, a clerk of court, register of deeds, sheriff, etc. (*Applicants who seek to receive the oath of office from the register of deeds of a county where more than 15,000 active notaries public are on record on January 1 of the year when the application is filed are exempt. G.S. 10B-5(b)(8).*)
13. If you are an attorney licensed to practice law in North Carolina, check yes. (*N. C. Licensed attorneys, although exempt, are highly recommended by the Secretary of State to take the notary public course. Attorneys are required to possess the most current notary guidebook.*)
14. **N.C. Gen. Stat. § 10B-5 requires that you purchase and keep the most recent edition of the N.C. Notary Public Guidebook.** The Notary Public Guidebook may be purchased for \$17.12 (Includes tax, shipping and handling) from: The School of Government, UNC – Chapel Hill, CB#3330 Knapp-Sanders Building, Chapel Hill, NC 27599-3330. They can also be reached by telephone at (919) 966-4119 or through their website at www.sog.unc.edu.
15. If you answered "Yes" to this question, send a **certified** copy of your criminal record background check and judgment from the clerk of courts office. Disclose in a **signed** written explanation attached to this application the date and place of arrest, the name of court and court case number, the code section of the violation, a brief description of the offense, and the sentence imposed. Also, include the date you were released from probation, parole, or incarceration and, for felony charge(s), a copy of your citizenship restoration. **Minor traffic offenses such as speeding are not applicable to this question unless it resulted in a misdemeanor or felony charge.** To be considered for commission as a notary public, you will also be required to submit three completed Certificates of Moral Character (obtained from our website at www.sosnc.com) from three different individuals (i.e., your employer, minister, or another person, other than a family member) who can each provide us a statement as to why these charges should not prevent you from being appointed as a notary. Your application will be denied if you answered "Yes" to this question and fail to provide the information listed above.
16. If you answered "Yes" to this question, attach written details on the type of license, the name under which it was issued, the date and reason of the revocation, denial, suspension, restriction, or resignation, and the name and address of the licensing agency.
17. The final step before submitting your application to the Department will be to have a notary public take your acknowledgment **under oath or affirmation** that the information provided in the application is true.

ELIGIBILITY REQUIREMENTS FOR INITIAL APPOINTMENT G.S. 10B-5

1. An applicant must be at least 18 years of age or legally emancipated.
2. An applicant must reside in this state or if a nonresident, be employed in this state.
3. An applicant must reside legally in the United States and must be able to speak, read, and write the English language.
4. An applicant must possess a high school diploma or equivalent.
5. An applicant must satisfactorily complete a course of study that is approved by the Secretary consisting of not less 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. Initial applicants, excluding licensed members of the North Carolina Bar, must also pass a written examination approved by the Secretary of State with a score of 80% or better.
6. An applicant must purchase and keep as a reference the most recent manual (notary guidebook) approved by the Secretary that describes the duties, authority, and ethical responsibilities of notaries public.
7. 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.
8. 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.

PROCEDURES FOR TAKING OATHS G.S. 10B-10

The Notary Public Section will process your application and return to you an oath notification letter. When you receive the oath notification letter, go to the Register of Deeds in the county in which the commission is issued to take the oaths of office. The oaths must be taken within 45 days of the issue date listed on the oath notification letter. If 45 days lapse before the oaths are taken, a new application and \$50.00 fee must be resubmitted. **Notary appointments are NOT valid until the oaths of office are taken. The oaths must be taken with each appointment of commission. The Register of Deeds fee for administering the oaths is \$10.00**