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

☐ Initial Application
☐ Reappointment Application
☐ Application for Failure to Take Oath

APPLICATION FOR APPOINTMENT AS A NORTH CAROLINA NOTARY PUBLIC (Revised 12/09/2005)

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

1. Applicant's Legal Name (first/middle/last/suffix) Gender: M ☐ F ☐

2. Applicant's Commission Name (first/middle/last/suffix)

(You may use an initial for the first or middle name, but not both. No nicknames. This name is how you will be commissioned and should appear on your seal.)

3. Name on Last Commission / Expiration Date / County *(Reappointment applicants only)*

Reappointment Applicants Place Notary Seal Here

4. Mailing Address:	City:	State:	Zip:
Residence Address if Different:	City:	State:	Zip:

5. Business Phone:	Home Phone:	Fax:	6. Are you a citizen of the United States? Yes ☐ No ☐ *If No, attach a copy of your Permanent Resident Card (Form I-551).*

7. Social Security Number Last 4 digits:	8. E-Mail Address	9. Birth Date	High School Graduate or Equivalent? Yes ☐ No ☐	10. County of Residence

11. Occupation: _____ OR Unemployed ☐ Retired ☐ Student ☐ Self-Employed ☐
Business / Employer: _____ County Where Employed: _____
Business Address:

12. Have you completed a notary public education course? Yes ☐ No ☐ *Number of Class Hours:* ____

(name of 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 – may also be used for reappointments)

13. I hereby recommend the commissioning of the applicant to serve as a notary public. ***(Initial Applicants ONLY)***

(signature of elected official) *(title of elected official)*

(print or type name) *(date)*

14. Are you a member of the North Carolina Bar? Yes ☐ No ☐

15. Do you have a notary guidebook? Yes ☐ No ☐
If yes: Year Edition

16. 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 ☐

17. 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 ☐

18. 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 RETURNED.
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-12). ***PLEASE DO NOT SEND CASH.*** Allow approximately *three weeks* for the processing of applications.

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-4

1. Enter your full legal name. This name should match the name on your driver's license or other official identification.
2. Enter the name you wish to use for your notary public commission. You may use an initial for the first or middle name, but not both. No nicknames. This name should appear on your seal and must be used in signing all notarized documents.
3. Reappointment applicants must enter the name you used for your previous notary public commission, as well as the expiration date and county of that commission. You must also place an imprint or stamp of your notary seal in the space provided.
4. Enter your complete mailing address. This address can be a P. O. Box. If your mailing address is different from your residence address, however, enter your residence address in the space allowed. This address must show a physical location with a street number and name.
5. Enter your business phone with area code. Enter your home phone with area code. Enter your fax number with area code.
6. If you are not a citizen of the United States, attach a copy of your permanent residence card (Form I-551) issued to all Permanent Residents as evidence of alien registration and permanent status in the U.S.
7. Enter the last four digits of your social security number.
8. Enter your complete e-mail address clearly and legibly.
9. Enter the month, day and year of your birth, and check the appropriate box if you are a high school graduate or the equivalent.
10. Enter your county of residence. If you are a North Carolina resident, this is the county where you will be commissioned.
11. 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 principle employment. If you are not a North Carolina resident, but your principle employment is in North Carolina, you must send proof of employment on company letterhead to be commissioned in the county of your employment.
12. 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 your application. Initial and reappointment applicants are also required to pass a written examination approved by the Secretary with a score of 80% or better.
13. 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. *(As of December 1, 2005, applicants commissioned in Wake County are exempt. G.S. 10B-4(b)(8).)*
14. 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 a notary guidebook.)*
15. N.C. Gen. Stat. § 10B-4 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 (including 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 .
16. If you answered Yes to this question, disclose in your written explanation attached to this application the date and place of arrest, a copy of the court judgment for misdemeanor or felony charge(s), 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. 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 or re-appointed as a notary. Your application will be denied if you answered Yes to this question and fail to provide the information listed above.
17. 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.
18. The final step before sending your application into 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-4

1. An applicant must be at least 18 years of age or legally emancipated. An applicant must also possess a high school diploma or equivalent.
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 English.
4. An applicant must satisfactorily complete a course of study that is approved by the Secretary of State 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. Both initial and reappointment 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.
5. An applicant must purchase and keep as a reference the most recent manual (notary guidebook) approved by the Secretary of State that describes the duties, authority, and ethical responsibilities of notaries public.
6. 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.
7. 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 OATH G.S. 10B-9

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 oath of office. The oath must be taken within 45 days of the effective date listed on the oath notification letter. If 45 days lapse before the oath is taken, a new initial application and $50.00 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. The Register of Deeds fee for administering the oath is $10.00***

Revised December 9, 2005