

# **Requirement for Reappointment as a Notary Public**

## **Eligibility Requirements for Reappointment**

1 An applicant must reside in this state or if nonresident, be employed in this state.

2 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 a notary public. (Notary Public Guidebook for North Carolina)

3 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

4 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 with pen and ink, and the signature shall be acknowledged by the applicant before a person authorized to administer oaths i.e.. Clerk of Court, Register of Deeds or a Notary Public)

5 An applicant must be able to read and write English.

6 Do not submit application more than 30 days prior to expiration date.

## **Notary Course Information**

The Community Colleges throughout North Carolina are now offering courses of study for notaries, If you have not attended one of these, we strongly urge you to contact the college of your choice for information and enroll in one of these classes.

## **The Notary Section**

The Notary Public Section's available for assistance from 8:00 am to 5:00 pm.  
Monday through Friday except holidays. (919) 807-2131

## **The Notary Public Guidebook**

The Notary Public Guidebook is currently being revised & should be available soon  
from:

The Institute of Government

CS #3330 Knapp Building

UNC .Chapel Hill

Chapel Hill, N. C. 27599-3330

(919) 966-4119

## **\$50.00 Fee**

The Fee is \$ 50.00. Please mail a check or money order payable to the Secretary of  
State of North Carolina. This fee is non-refundable (see NCGS section IOA-7). Do not  
send cash.

## **Mail application and fee to:**

Notary Public Section

Department of the Secretary of State

P0 Box 29622

Raleigh, NC 27626-0622