



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

- Class in lieu of on-line re-commission exam
- Application for failure to take oath
- Notary Instructor

**APPLICATION FOR REAPPOINTMENT AS A NORTH CAROLINA NOTARY PUBLIC** (Revised Sept 2010)  
**Read the instructions completely before filling out this application. Please print in black ink or type answers.**

1. Applicant's Full Legal Name (Full name with no initials) _____ Gender: M <input type="checkbox"/> F <input type="checkbox"/> 2. Applicant's Commission Name* _____ *You may use one initial for the first or middle name but not for both. Commission name may be a part of your full legal name, but not a nickname or shortened version of your legal name. No single initials without a full first or middle name are permitted. This name is how you will be commissioned and must appear exactly as such on your seal. 3. Name on Last Commission / Expiration Date / County _____	Reappointment Applicants Place Current Notary Seal Here <b>Do not purchase a new seal until you take the new oath</b>
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4. Mailing Address: _____	City: _____	State: _____	Zip: _____
Residence Address if Different: _____	City: _____	State: _____	Zip: _____

5. Business Phone + ext: _____	Home Phone: _____	Fax: _____	6. 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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7. Social Security #: _____	8. E-Mail Address: _____	9. Birth Date: _____	10. County of Residence: _____
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11. Occupation: \_\_\_\_\_ OR Unemployed  Retired  Student  Self-Employed   
 Business / Employer: \_\_\_\_\_ County Where Employed: \_\_\_\_\_  
 Business Mailing Address: (Address, City, State, Zip) \_\_\_\_\_

12. 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 is required for applicants who take the course prior to reappointment ) \_\_\_\_\_ signature of instructor \_\_\_\_\_ date signed

13. Were you commissioned on or before July 10, 1991? Yes  No  Initial appointment date (if known) \_\_\_\_/\_\_\_\_/\_\_\_\_  
 If Yes, has your commission been continuous since your initial appointment? Yes  No   
 Have you ever had a disciplinary action from the Secretary of State's office against your commission? Yes  No

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

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? Yes  No  If yes to either question, see instructions on following page.

18. I, \_\_\_\_\_, solemnly swear or affirm under penalty of perjury that the information in \_\_\_\_\_  
 (applicant's printed commission name, same as # 2 above)  
 this 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 be signed before a notary and match the name on line 2 above. This signature must be used when performing ALL notarial acts.)

**DO NOT NOTARIZE YOUR OWN SIGNATURE.**

19. **This certificate must be notarized by a commissioned notary other than you.** (Official Seal or Stamp)

State of North Carolina, County of \_\_\_\_\_

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

By \_\_\_\_\_  
 (Name of Applicant)

Signature of Notary Public: \_\_\_\_\_  
 DO NOT NOTARIZE YOUR OWN SIGNATURE.

My Commission Expires \_\_\_\_\_, 20\_\_\_\_\_

**FORM MUST BE COMPLETE, LEGIBLE AND CORRECT OR APPLICATION MAY BE REJECTED OR DENIED**  
**PLEASE PRINT IN BLACK 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 State Holidays. You may contact us by phone at (919) 807-2219, by e-mail at [notary@sosnc.com](mailto:notary@sosnc.com), or by fax at (919)807-2210. Visit our web site at [www.sosnc.com](http://www.sosnc.com)

**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 Notary Public Section will process your application within 72 hours of receipt under normal circumstances.

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

Please allow two weeks to receive your oath notification letter.

**APPLICATION INSTRUCTIONS - ALL INFORMATION REQUESTED IS REQUIRED BY N.C.G.S. 10B-5, 10B-6 & 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 are permitted. 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, including the expiration date and county of that commission. You must place an imprint or stamp of your notary seal in the space provided. **Do not purchase a new seal until you have taken the new oath.**
4. Enter your complete mailing and residence addresses. The mailing address can be a P. O. Box, however, if your residence address is different from your mailing address, enter your residence address in the space allowed. The residence address must show a physical location with a street number and name.
5. Enter your business phone with area code including your extension, if applicable. 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 Resident card (Form I-551) issued to all Permanent Residents as evidence of alien registration and permanent status in the U.S.
7. Enter your Social Security number. Only the last four digits are required, however, providing the full Social Security number is recommended.
8. Enter your complete e-mail address clearly and legibly. This should be updated as needed by e-mail to our office at [notary@sosnc.com](mailto:notary@sosnc.com).
9. Enter the month, day and year of your birth.
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.). If you are unemployed, retired, a student, or self-employed, check the appropriate box. Enter your employer's name. Enter your employment address including city, state and zip code 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.**
12. Enter the name of the community college where you took the course, the name of your instructor, the date that you completed the course and the number of hours. The instructor's signature is **only** required if you have recently taken the notary course. If you have not taken a notary course, check NO.
13. If you were commissioned on or before July 10, 1991, check yes. If not, check no and proceed to # 14. Enter the date of your initial appointment (if known). If you were commissioned on or before July 10, 1991, indicate whether your commission has been continuous or not. If your commission has been continuous since July 10, 1991, indicate whether you have or have not had any disciplinary actions against your notary commission from the Secretary of State's office.
14. If you are an attorney licensed to practice law in North Carolina, check yes. (N. C. Licensed attorneys, although exempt, are strongly encouraged to take the notary course. Attorneys are required to possess the **most current** notary guidebook.)
15. **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 for North Carolina may be purchased from the School of Government, UNC Chapel Hill, through their website at [www.sog.unc.edu](http://www.sog.unc.edu). Please visit the School of Government's website, email [sales@soq.unc.edu](mailto:sales@soq.unc.edu), or call (919) 966-4119 for information about the latest edition.
16. If you answered "Yes" to this question, send a **certified** copy of your criminal record background check from the **Clerk of Courts office**, judgment and probation release letter, if applicable, from **each county** where a violation occurred including the county you currently reside in. Disclose in a **signed** written explanation attached to this application the date and place of arrest or violation, the name of court and court case number, the code section of the violation, a brief description of the offense, and the sentence imposed. Include the date you were released from probation, parole, or incarceration and for felony charges, send 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 are required to submit three completed Certificates of Moral Character (obtained from our website at [www.sosnc.com](http://www.sosnc.com)) from three individuals (i.e., your employer, minister, or another person, other than a family member) who can each provide 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.
17. If you answered "Yes" to this question, attach written details on the type of license or commission, 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. Complete the applicant's declaration by printing the name you will be commissioned in (same as line #2). Do not sign until you are in the presence of the notary.
19. The final step before submitting your application to the Department is to have a notary public **other than yourself** administer an oath or affirmation to you to confirm that the information provided in the application is true. **DO NOT NOTARIZE YOUR OWN SIGNATURE.**

**ELIGIBILITY REQUIREMENTS FOR REAPPOINTMENT N.C.G.S. 10B-5 & 10B-11**

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. **Reappointment applicants must pass a written examination approved by the Secretary of State with a score of 80% or better. Exempt from this requirement are licensed members of the North Carolina State Bar and notary publics who have been continuously commissioned in North Carolina since July 10, 1991, and have not had any disciplinary actions against their notary commission from the Secretary of State's office.**
5. An applicant must purchase and keep as a reference the most recent manual (Notary Public Guidebook for North Carolina) approved by the Secretary 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 signed by the applicant before a person authorized to administer oaths. (Example: Clerk of Court, Register of Deeds, or a Notary Public)
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. **Also see G.S. 10B-5(d) for additional reasons that an application may be denied.**

**PROCEDURES FOR TAKING OATHS N.C.G.S. 10B-10**

If you are granted a notary commission you will receive 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 reappointments 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