



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 July 2013)

**Read the instructions completely before filling out this application. Please print in black ink or type.**

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

2. Applicant's Commission Name\* \_\_\_\_\_  
 \_\_\_\_\_  
 \*You may use one initial for the first or middle name, but not for both. Commission name shall 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. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Residence Address if Different: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Business Phone + ext: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ 5. Are you a citizen of the United States? Yes  No   
 If no, attach a copy of your Permanent Resident Card (Form I-551).

6. Last 4 digits SSN #: \_\_\_\_\_ 7. E-Mail Address: \_\_\_\_\_ 8. Birth Date: \_\_\_\_\_ High School Diploma or equivalent? Yes  No  9. County of Residence: \_\_\_\_\_

10. Occupation: \_\_\_\_\_ OR Unemployed  Retired  Student  Self-Employed   
 Business / Employer: \_\_\_\_\_ County Where Employed: \_\_\_\_\_  
 Business Mailing 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. Are you a licensed member of the North Carolina State Bar? Yes  No  13. Do you have a current NC Notary Public Guidebook? Yes  No  If yes: Year \_\_\_\_\_ Edition \_\_\_\_\_

14. 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.

15. 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.

16. I, \_\_\_\_\_, (applicant's printed commission name, same as # 2 above) solemnly swear or affirm under penalty of perjury that the information in 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.**

17. **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 office 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 (2) 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, but not for both. The commission name shall be a part of your name, but not a nickname or shortened version of your legal name. No single initials without a full first or middle name are permitted.
3. 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.
4. 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.
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 at [notary@sosnc.com](mailto:notary@sosnc.com).
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.) 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 statement 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 the 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. 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.)
13. **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@sog.unc.edu](mailto:sales@sog.unc.edu), or call (919) 966-4119 for information about the latest edition.
14. 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 in which you currently reside. Submit a **signed** written explanation with this application, including the following information: 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 misdemeanor or felony charge.** To be considered for commission as a notary public, you are required to submit three (3) 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.
15. 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.
16. Complete the applicant's declaration by printing the name you will be commissioned as (same as line #2). Do not sign until you are in the presence of a Notary.
17. 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 INITIAL APPOINTMENT N.C.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 non-resident, 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 State Bar. Initial applicants, excluding licensed members of the North Carolina State 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 Public Guidebook for North Carolina) approved by the Secretary that describes the duties, authority, and ethical responsibilities of Notaries Public.
7. An applicant must submit within 3 months after course completion, 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).
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. **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 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.**