APPLICATION FOR INITIAL APPOINTMENT AS A NORTHER CAROLINA NOTARY PUBLIC
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*

3. Mailing Address: ______________________________________________________
   City: _______ State: _______ Zip: _______

4. Home/Cell Phone: ____________________________ Business Phone + Ext: _______

5. Last 4 Digits SSN#: ____________________________

6. Are you a United States citizen? Yes [ ] No [ ] If no, see instructions on the following page.

7. Home Email Address: ______________________________________________________
   Business Email Address: ____________________________________________________

8. Birth Date: ____________________________ 9. High School Diploma or equivalent? Yes [ ] No [ ]

10. County of Residence: ______________________________________________________

11. Occupation: ____________________________ OR Unemployed [ ] Retired [ ] Student [ ] Self-Employed [ ]
   Business / Employer: _______________________________________________________
   Business Mailing Address: (Address, City, State, Zip)

12. You are required to complete a notary public education course. Provide information about the course here: Number of Class Hours: _______

13. Are you a licensed member of the N.C. State Bar? Yes [ ] No [ ]
14. Do you speak, read and write the English language? Yes [ ] No [ ]
15. Do you have a current NC Notary Public Manual? Yes [ ] No [ ] If yes: Year _______

16. Have you ever been convicted by a 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 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.)

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 on: ____________________________, 20_____.

(Revised April 2018)
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) 814-5400, by e-mail at notary@sosnc.gov, or by fax at (919) 807-2210. Visit our web site at www.sosnc.gov

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 Please allow two (2) weeks to receive your oath notification letter.
Department of the Secretary of State
PO Box 29626
Raleigh, NC 27626-0626

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 home or cell phone with area code. Enter your business phone with area code including your extension, if applicable.
5. Enter the last four digits of your Social Security number.
6. If you are not a U.S. citizen, attach a copy of an unexpired U.S. government-issued document that permits you to reside and work in the United States, such as a permanent resident card (Form I-551), an employment authorization card/document or a visa. Please note: you must continue to prove your federal permission to reside and work in the U.S. if the document submitted expires before your notary commission.
7. Enter your complete home and business email address clearly and legibly. This should be updated as needed by email to our office at notary@sosnc.gov.
8. Enter the month, day and year of your birth.
9. Indicate whether you have a high school diploma or the equivalent by checking the appropriate box.
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 statement from your employer 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 or educational organization where you took the course and 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.
13. 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 manual.)
14. Indicate whether you can speak, read and write in the English language by checking the appropriate box.

N.C. Gen. Stat. § 10B-5 requires that you purchase and keep the most recent edition of the N.C. Notary Public Manual. The Notary Public Manual for North Carolina may be purchased from the School of Government, UNC Chapel Hill, through their website at www.sog.unc.edu. Please visit the School of Government’s website, email sales@sog.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 you have committed an offense, the date it was issued, the date and reason of the violation, and the sentence for the first or middle name, but not for both. The commission name shall be

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 6 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 Manual 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.

Eligibility requirements for initial appointment 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.

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

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.