



**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) 814-5400, by e-mail at [notary@sosnc.gov](mailto:notary@sosnc.gov), or by fax at (919) 807-2210. Visit our web site at [www.sosnc.gov](http://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  
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 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](mailto: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, 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.
15. **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](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.
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 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.gov](http://www.sosnc.gov)) 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 as (same as line #2). Do not sign until you are in the presence of a 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 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 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.**

**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.**