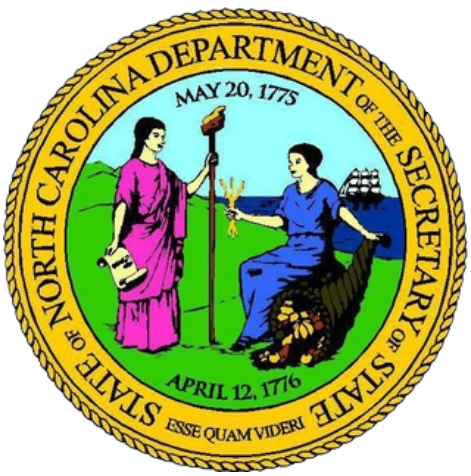
Notary Manual

Revised 2024



About Notary Manual

This manual gives an overview of all of the pages and features of the **Notary** section of the new KB website.

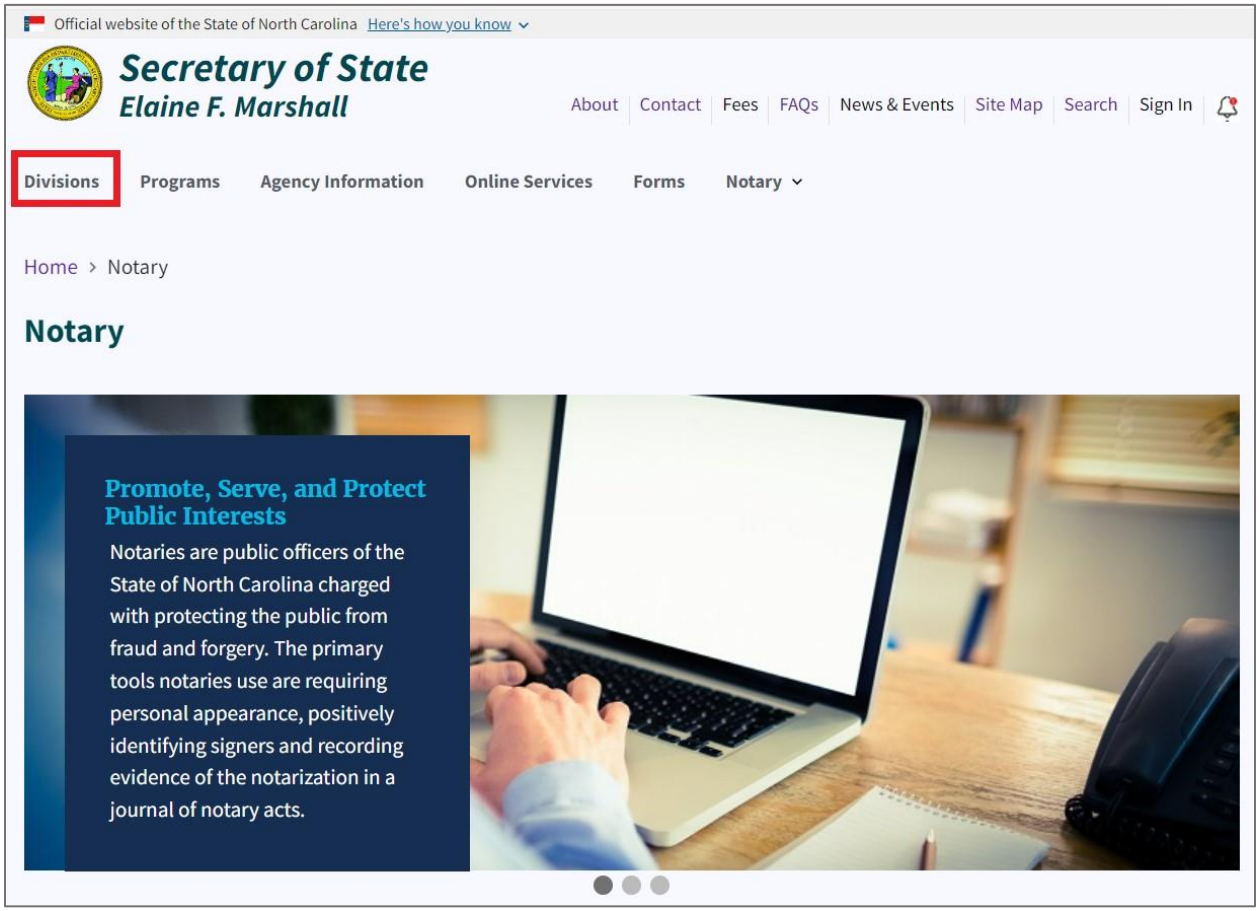


Table of Contents

About Notary Manual 1

Notary 2

- Find a Notary 2
- Browse Notary 3
- Featured News 4
- What We Do 4

Remote Electronic Notarization Rulemaking 4

Verify a Notary 5

Become a Notary 8

Renew Notary Commission 9

eNotary 22

- Browse eNotary 23
- Become an eNotary 24
- eNotary Registration 34
- eNotary Solution Providers 36
- Notary/eNotary and E-Commerce Resources 37
- Electronic Mortgage Closing 38
- Electronic Recording 39
- Electronic Commerce Pilot Program 40
- Statutes 41
- Administrative Code 42
- eNotary Exam 43

Update Your Notary Information 45

Frequently Asked Questions 52

- Notary/eNotary and E-Commerce Resources 53
- Enforcement and Complaints 55
- Statutes 58
- Administrative Code (PDF) 59
- Register of Deeds Services Access 60
- Oath Entry 61

Upload Oath Sheets 62
Oaths Reprint 62
Filing an Assumed Name 63
Amendment Filing 63
Administrative Correction Filing 67
Initial Filing 70
Withdrawal Filing 73
Manage My Account 74
Beta! Upload Oath Sheets with Preview 76
Search 78
Notary Instructor Access 80
Instructions for Online Exam Reporting System (PDF) 81
Presentations 82
Forms 82
    Details 82
Exams 83
Resources 84
Brochures 85
List of Approved Handouts 86
Grade Entry 86
EVN Resources 87
Forms 88
Order an eNotary Manual 89
    Redeem Code 90
Notary Newsletter Archives 91

Notary

The Notary Division information and services can be found under the **Divisions** section of the NC Secretary of State (SOS) website.

Go to the SOS website [https://test.sosnc.gov/.](https://test.sosnc.gov/)

Select **Divisions.**

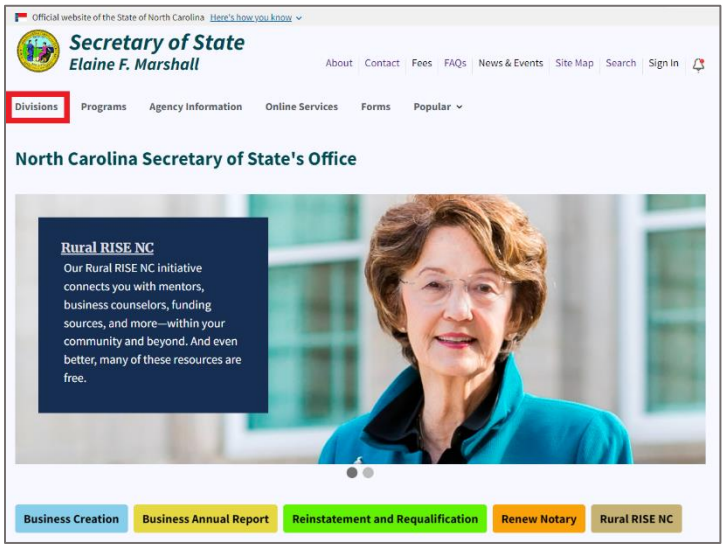


Figure 1. Divisions menu highlighted

This takes you to the Divisions page.

Select **Notary**.

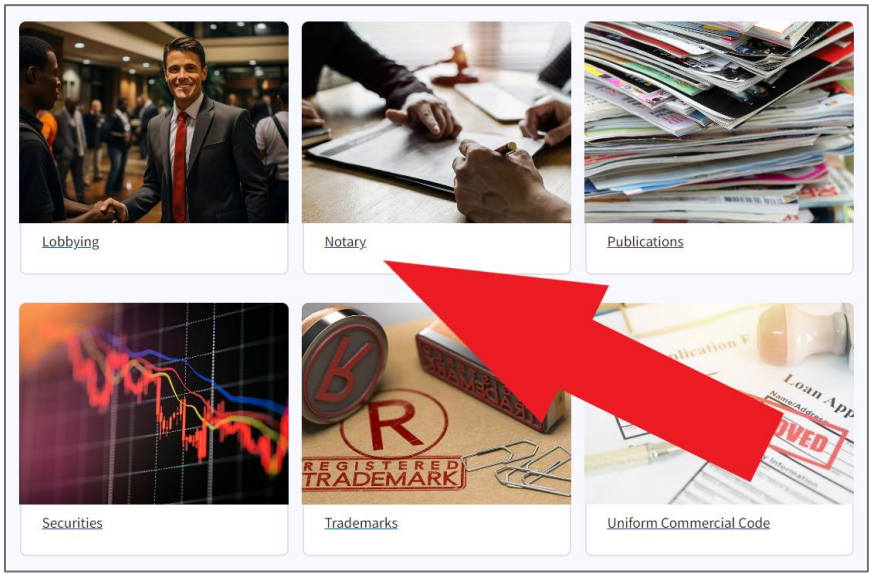


Figure 2. Notary image link

This takes you to the **Notary** page.

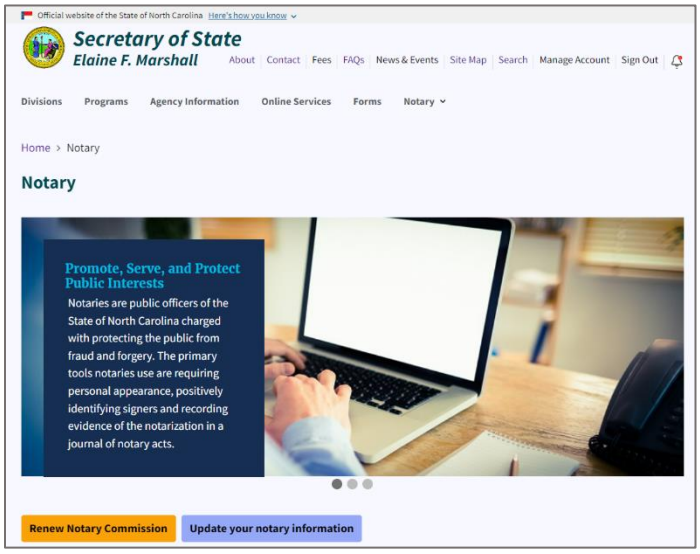


Figure 3. Charities page

You can renew your notary commission by clicking the **Renew Notary Commission** button. This takes you through the renewal process that you can find in the Renew Notary Commission section (page 9) of this manual.

To update your notary information, click the "Update Your Notary Information" button. This process is explained in the Update Your Notary Information section (page 45) of this manual.

Notary

This **Notary** page contains links and contact information for the Notary Division.

The first thing you'll notice is the large stock photo at the top with a description of a notary's mission "Promote, Serve, and Protect Public Interest."

Find a Notary

Below the stock image is the **Find a Notary Near You** search tool.

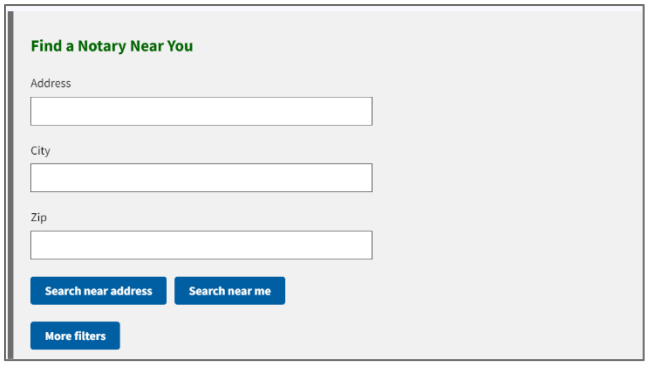


Figure 4. Find a Notary

This **Find a Notary** tool allows you to find your charity or nonprofit in the SOS Registry. After filling in the entry fields, click one of the action buttons: **Search, Locate Near Me,** or **Filter**.

Browse Notary

Scroll down to **Browse Notary** where you find sixteen box image links. Each box contains a stock image and link. See **Figure 5**.

The box links are:

- Remote Electronic Notarization Rulemaking
- Verify Notary Status
- Become a Notary
- Renew Your Notary Commission
- eNotary
- Update Your Notary Information
- Frequently Asked Questions
- Notary/eNotary & eCommerce Resources
- Enforcement and Complaints
- Statutes
- Administrative Code (PDF)
- Register of Deeds Access
- Notary Instructor Access
- Forms
- Order E-Notary Manual
- Notary Newsletter Archives

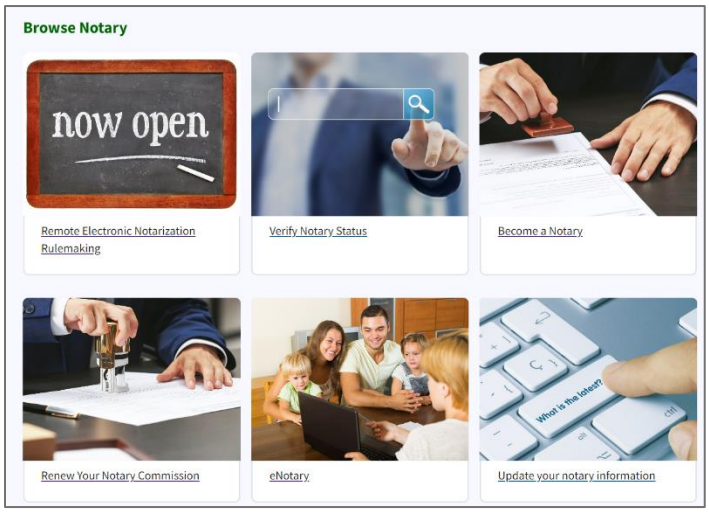


Figure 5. Browse Notary box links

Featured News

In this section, there are three of the latest news releases concerning the Notary Division.

What We Do

At the bottom is the **What We Do** section with an explanation of what the division handles:

"The Notary Public section is responsible for administering the statewide notary program including issuing notary commissions to qualified applicants, developing notary training and testing materials for notary education, certifying notary instructors and enforcing the notary laws."

Below that is the contact information for the Notary Division. See **Figure 6**.

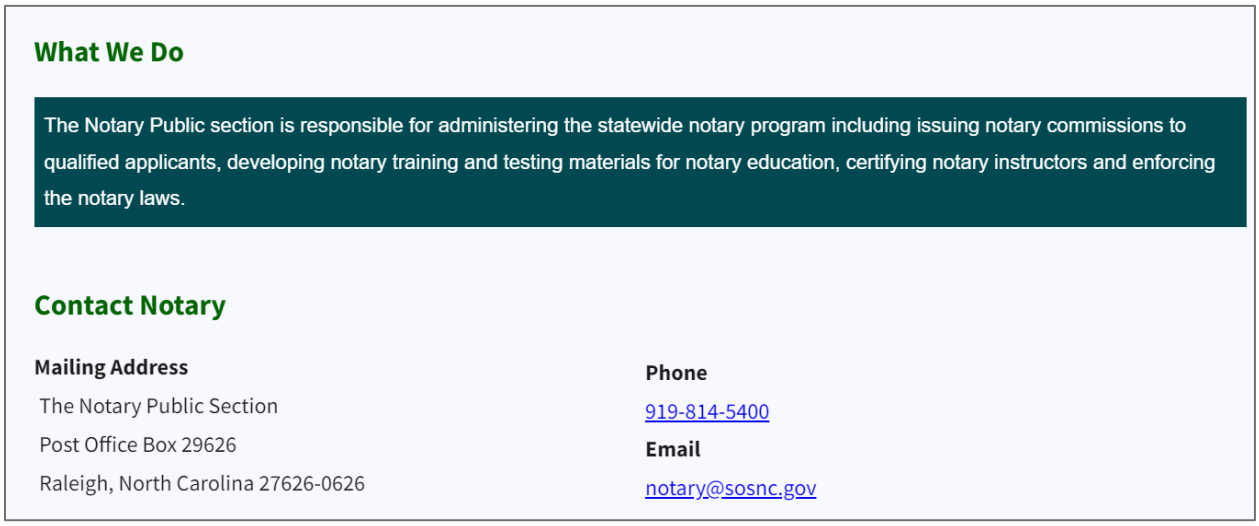


Figure 6. What We Do and Contact Notary sections

Remote Electronic Notarization Rulemaking

This takes you to the Proposed Rule(s) page where you will find the latest information about Notary Enforcement and the latest news about proposed rulemaking and requests for public comment.

The three links at the bottom of the page are:

- Advance Notices of Proposed Rulemaking and Requests for Public Comment
- Phase One Rulemaking
- Resources and links

See **Figure 7**.

Figure 7. Proposed Rules page

Verify a Notary

Select **Verify a Notary**.

This link takes you to the **Notary Record Search** tool.

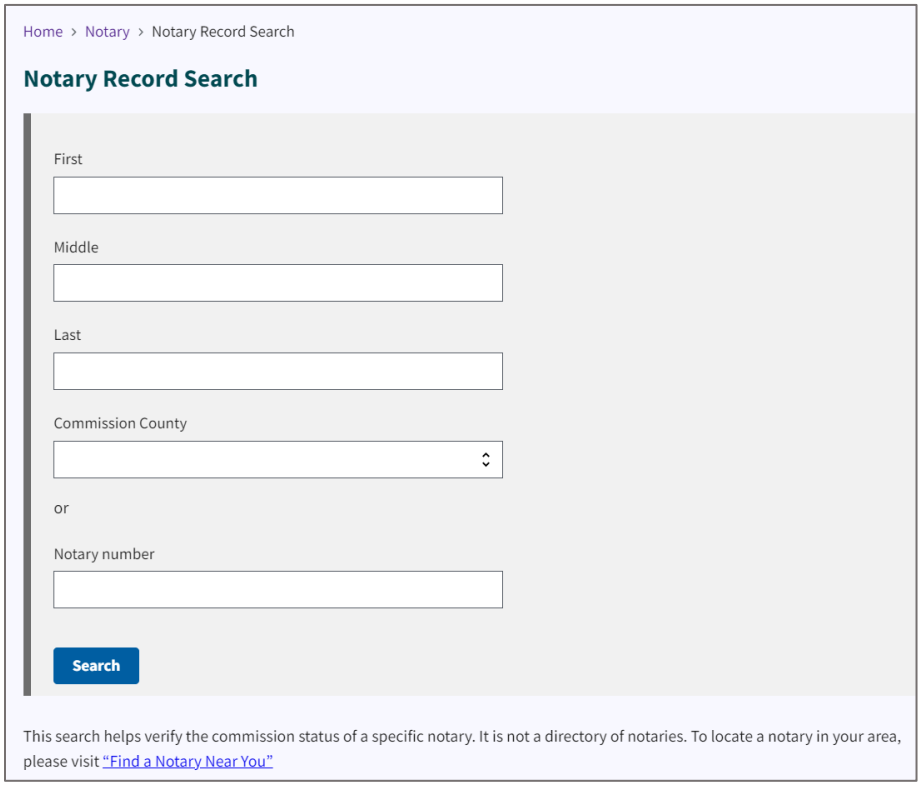


Figure 8. Notary Record Search tool

Enter the **name**, **commission county**, or **notary number**.

Click **Search**.

The results will appear in a list.

You can also search for a notary near you by selecting the link at the bottom “Find a Notary Near You.” See **Figure 9**.

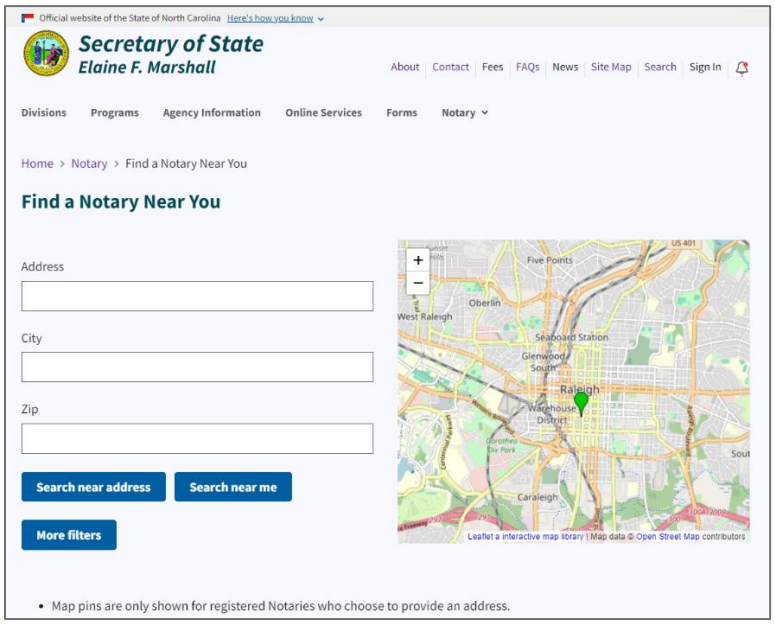


Figure 9. Find a Notary Near Me tool

The “Find a Notary” online registry is free for notaries and the public. Notaries are able to list their contact information on the Department's website including: the counties they serve, the hours and days of their availability, languages they speak and whether they provide eNotary services. Citizens seeking a notary can search the registry based on these criteria.

This **Find a Notary Near Me** tool allows you to find a notary in the SOS Registry. After filling in the entry fields, click one of the action buttons: **Search Near Address, Search Near Me,** or **More Filters**.

Enter a street address, city, state, zip code, or all three.

Click **Search**.

The results appear beneath the map.

To locate the closest notaries, simply click **Search Near Me**.

The results appear beneath the map.

To filter your search, click **More Filters**.

The results appear beneath the map.

Currently active notaries can change their listing in the directory by clicking the link "Current Notaries Register for Find a Notary."

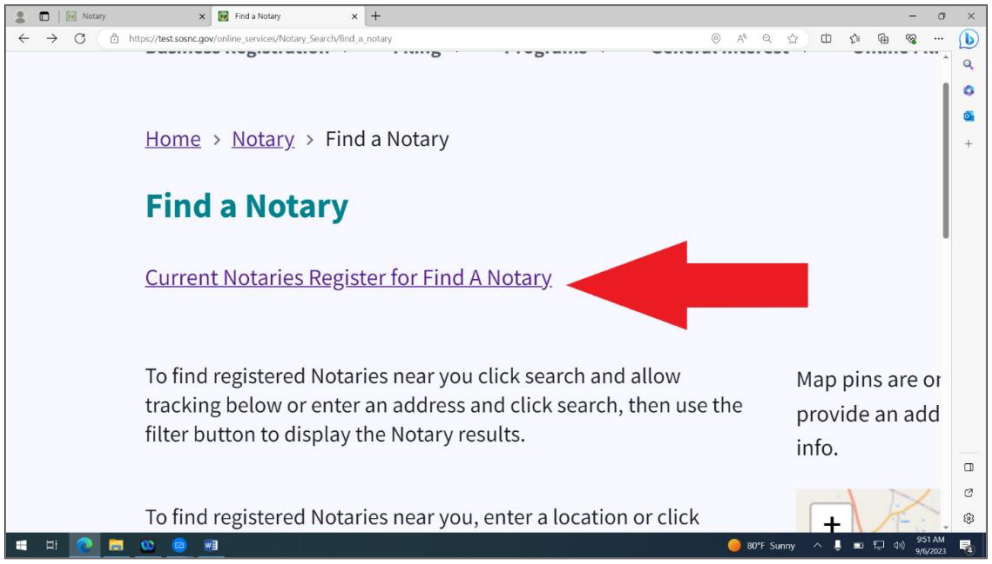


Figure 10. Current Notaries Register for Find a Notary

On this page, you can either create a new registration for the notary directory (if you're a new notary) or you can change or remove a current notary listing.

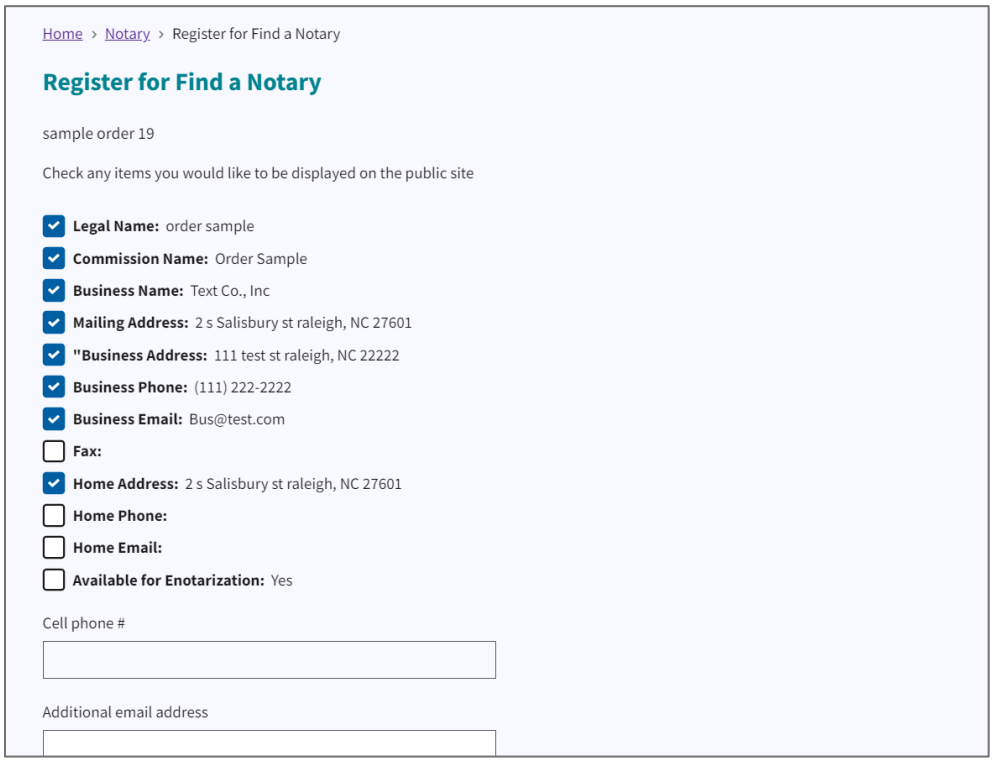


Figure 11. Register to Find a Notary

Fill in the entry fields and click **Update Notary Public Registry Information**.

Become a Notary

Select **Become a Notary**.

This takes you to the **Become a Notary** page. See **Figure 12**.

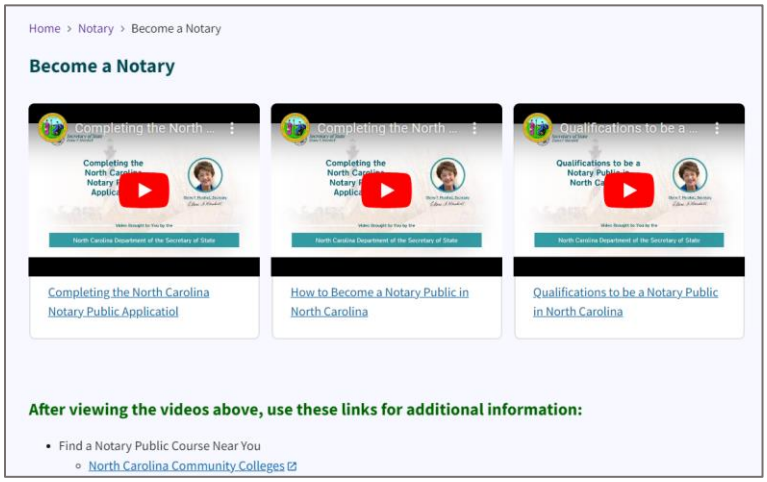


Figure 12. Become a Notary

On this page, you find three video links:

- Qualifications to be a Notary Public in North Carolina
- How to Become a Notary Public in North Carolina
- Completing the North Carolina Notary Public Application

Below the videos, is additional information for notaries. You find links to universities and colleges with Notary Public courses. Also, there are links to **Purchase a NC Notary Public Manual**, **Find Your Register of Deeds**, and **Register to Become an E-Notary**.

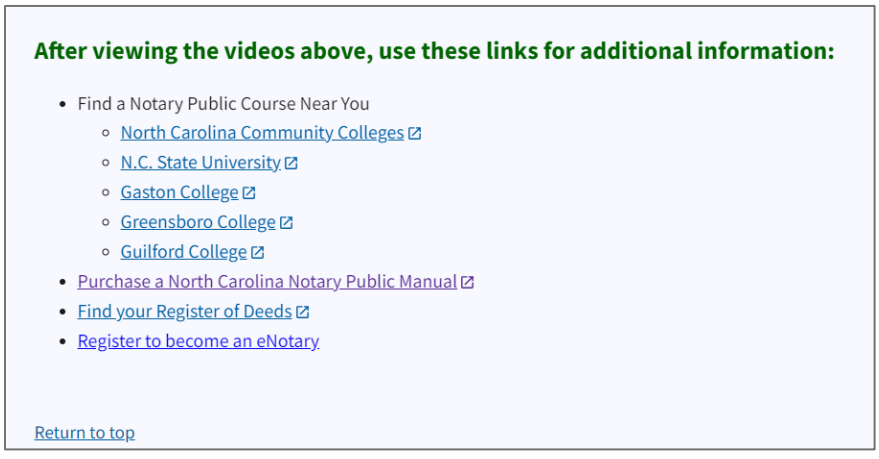


Figure 13. Notary additional information links

Renew Notary Commission

Select **Renew Notary Commission.**

This takes you to the Notary Reappointment Steps page where you find a **Log In** tool with two entry fields: **Notary Number** and **Password**. See **Figure 14**.

After logging into your notary account, you can renew your notary license by following the prompts.

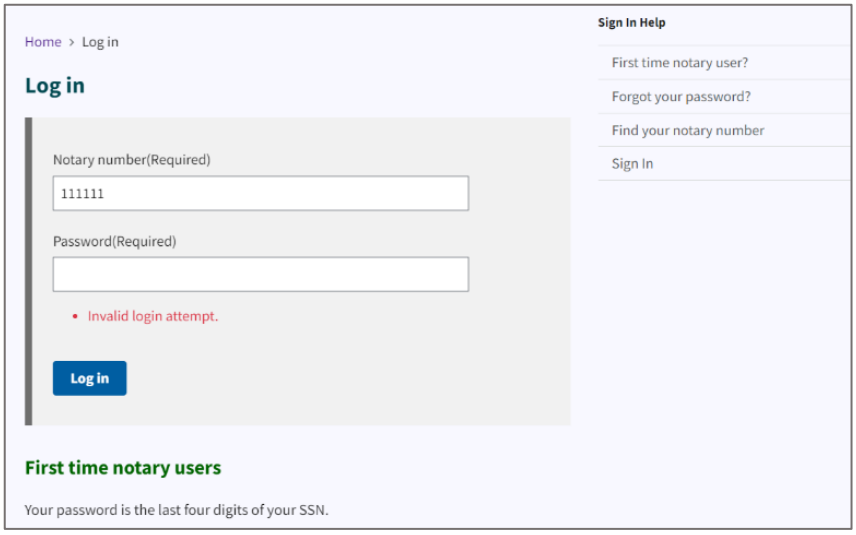


Figure 14. Notary Log In

This takes you to the **Notary Reappointment Steps** page.

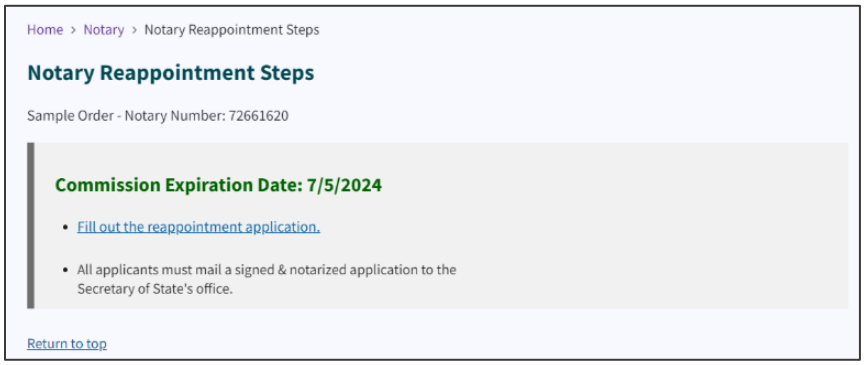


Figure 15. Notary Reappointment Steps page

Select **Fill out the reappointment application**.

Enter the **legal name** of the applicant.

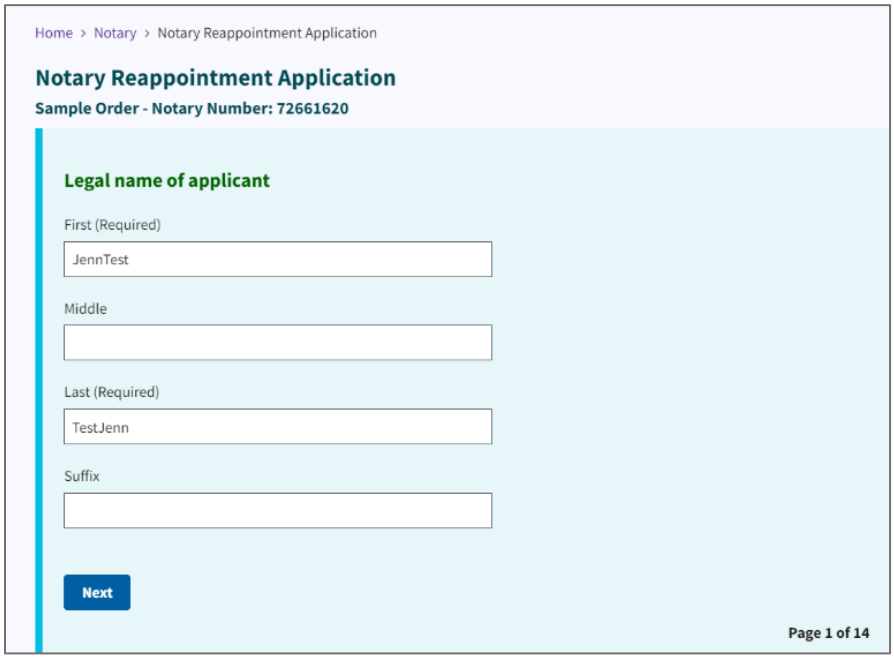


Figure 16. Legal name of applicant entry fields

Click **Next**.

Enter the name the applicant wishes to be commissioned as.

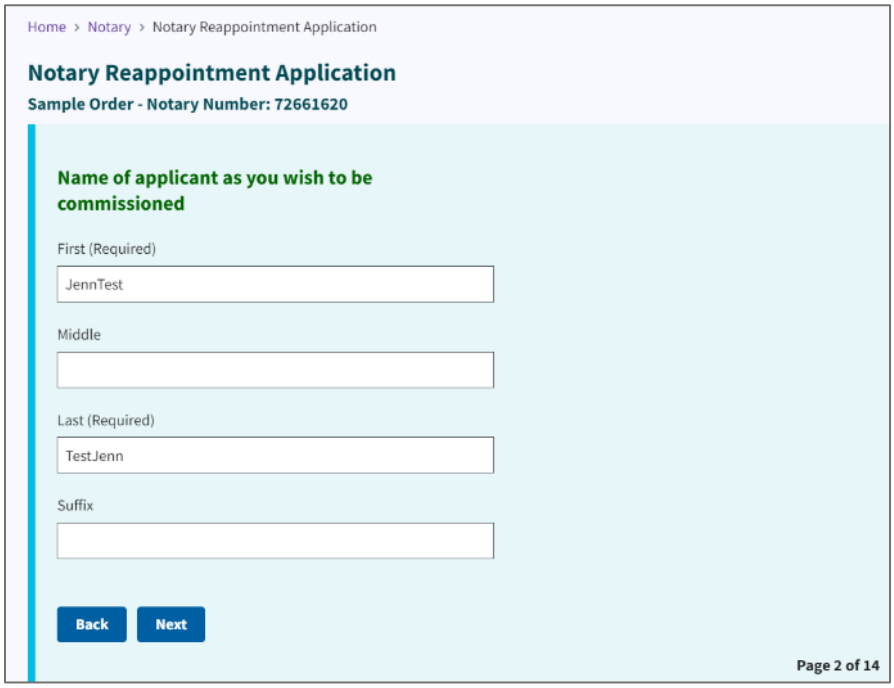


Figure 17. Commissioned name entry fields

Click **Next**.

Enter the name on the last commission.

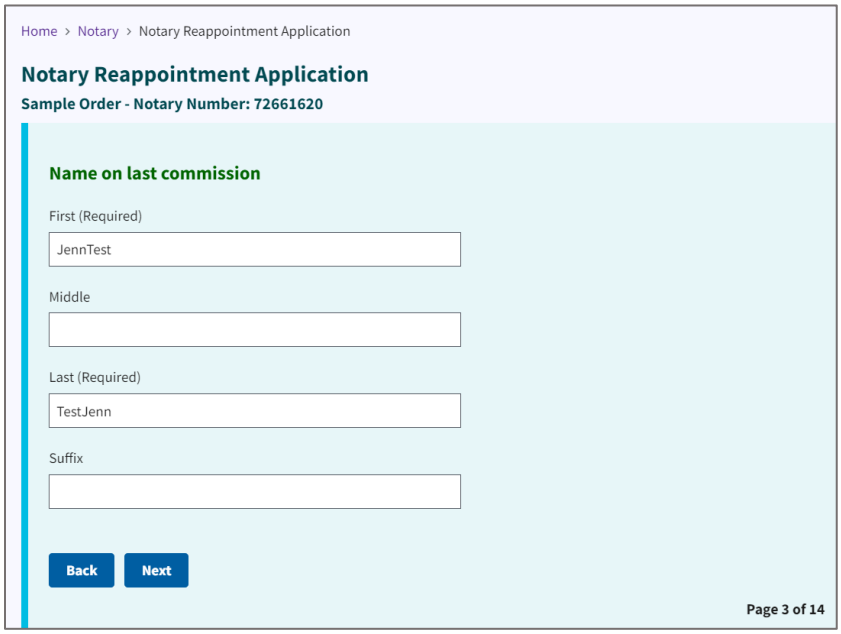


Figure 18. Name on last commission

Click **Next**.

Enter the **mailing address**.

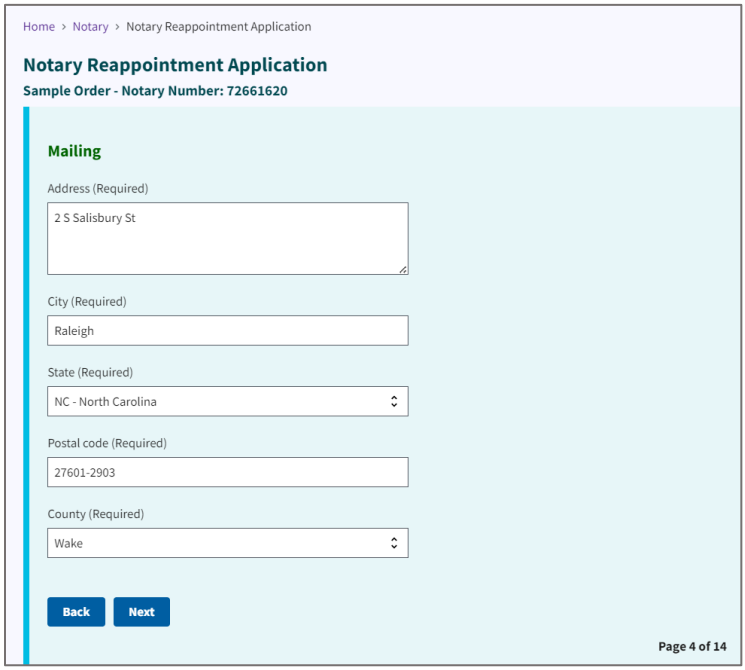


Figure 19. Mailing address entry fields

Click **Next**.

Enter the **residence address**.

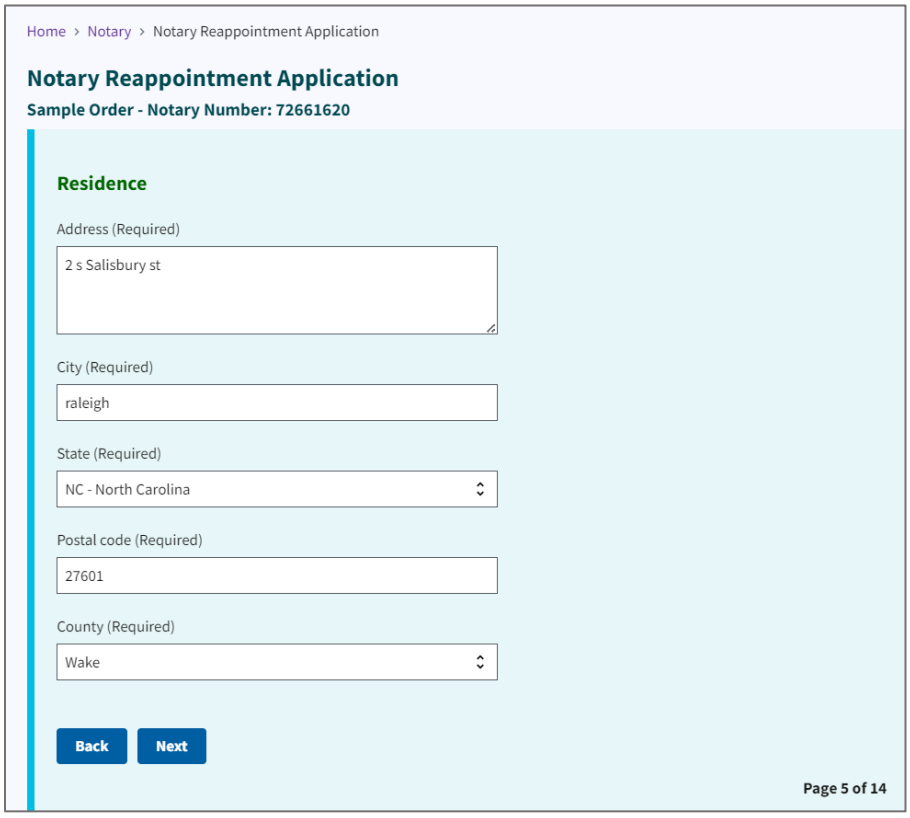


Figure 20. Residence address entry fields

Click **Next**.

Choose the **occupation** from the radio buttons.

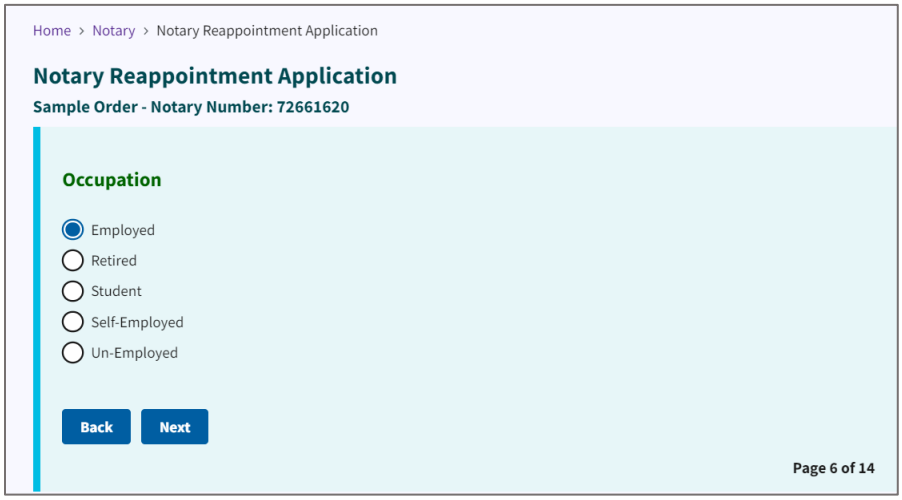


Figure 21. Occupation information radio buttons

Click **Next**.

Enter the following Notary Information: SSN (Last 4 digits), date of birth, gender, expiration date, and commission county.

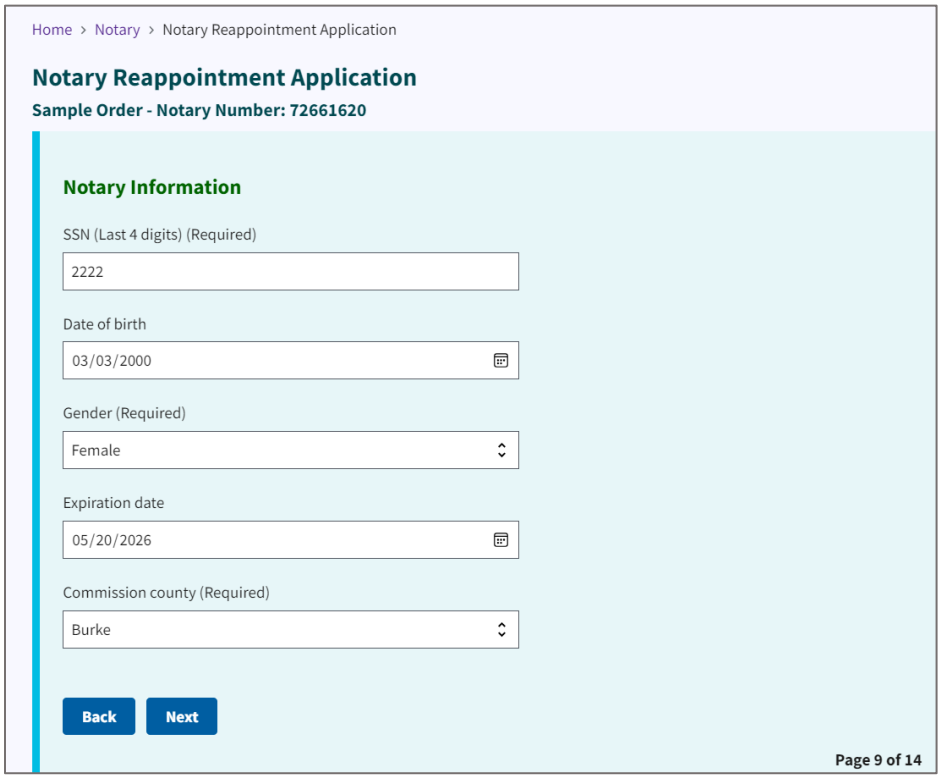


Figure 22. SSN, DOB, Gender, Expiration Date, and Commission County entry fields

Click **Next**.

Select answers for the three questions using the dropdowns for Test Exemption Qualification.

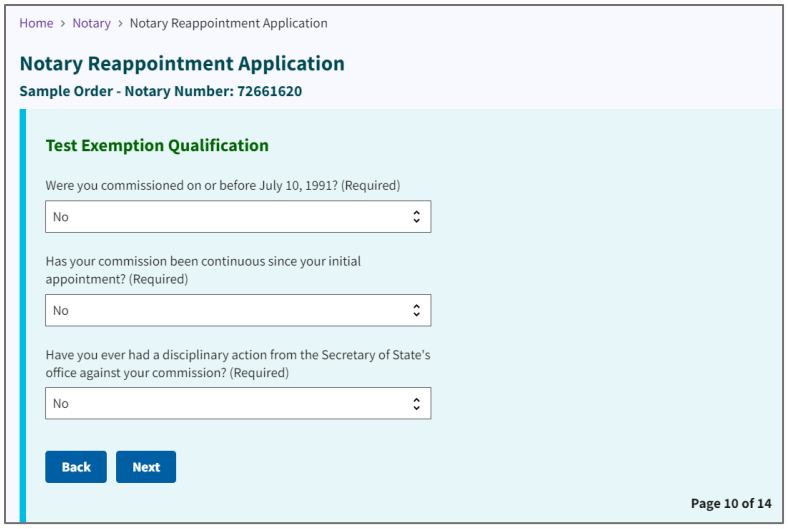


Figure 23. Test Exemption Qualification dropdowns

The three questions are:

1. Were you commissioned on or before July 10, 1991?
2. Has your commission been continuous since your initial appointment?
3. Have you ever had a disciplinary action from the Secretary of State's office against your commission?

Click **Next**.

Answer five more questions by using the dropdowns for Notary Information.

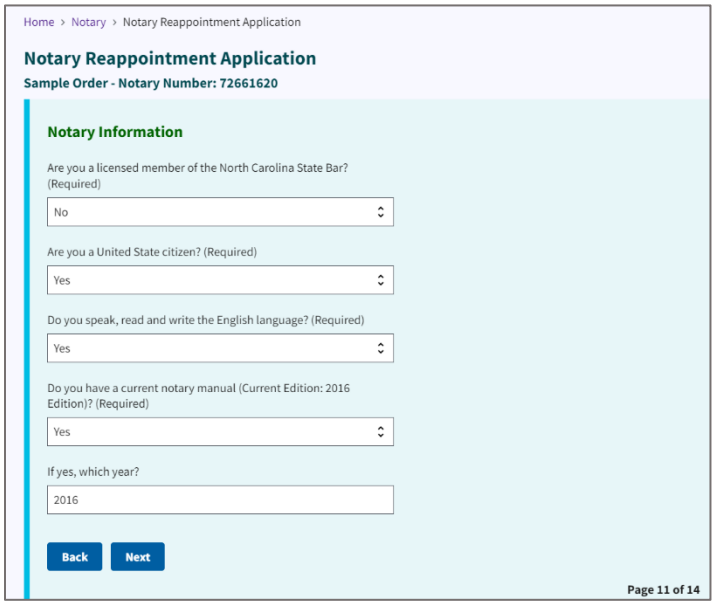


Figure 24. Notary information questions and dropdowns

The five questions are:

1. Are you a licensed member of the North Carolina State Bar?
2. Are you a United States citizen?
3. Do you speak, read, and write the English language?
4. Do you have a current Notary Manual (Current edition: 2016)?
5. If yes, which year?

Click **Next**.

Using the dropdowns, answer the two questions about crime and revocation.

The two questions are:

1. Have you ever been convicted by any court of a felony, a misdemeanor, or charged with an offense for which trial is still pending?

2. Have you ever had a professional license or notary commission denied, revoked, or suspended? Have you ever had to resign a license or commission under unfavorable circumstances?

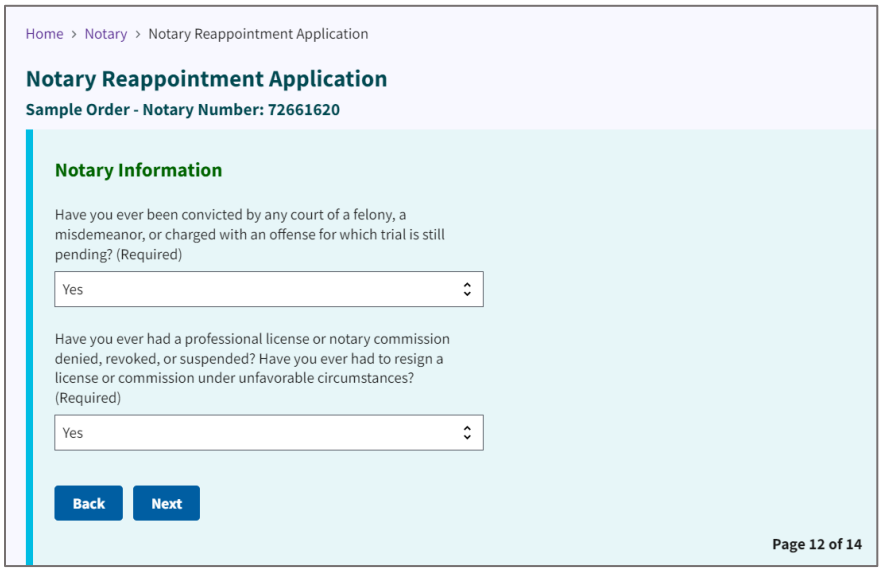


Figure 25. Crime and revocation dropdowns

Click **Next**.

This takes you to the **Attention** page.

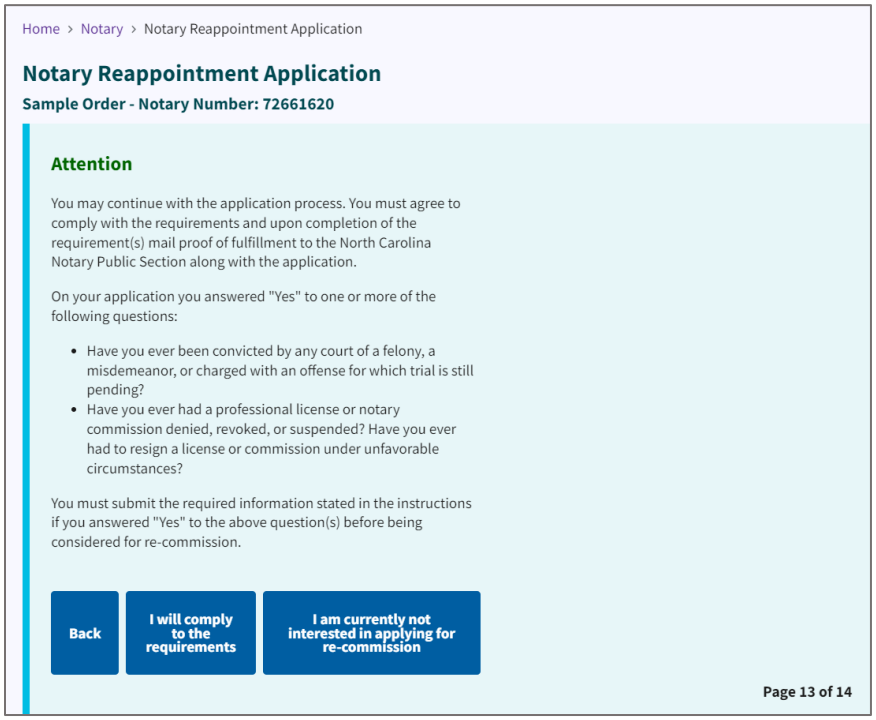


Figure 26. Attention page

The Attention page gives the following instructions:

You may continue with the application process. You must agree to comply with the requirements and upon the completion of the requirement(s), mail proof of fulfillment to the North Carolina Notary Public Section along with the application.

On your application, you answered "Yes" to one or more of the following questions:

Click the button that applies to you.

The two button choices are:

1. I will comply with the requirements.
2. I am currently not interested in applying for re-commission.

For this example, we selected "I will comply with the requirements."

Select "**I will comply with the requirements**."

Once you have filled out and submitted the application, you will need to take the reappointment test.

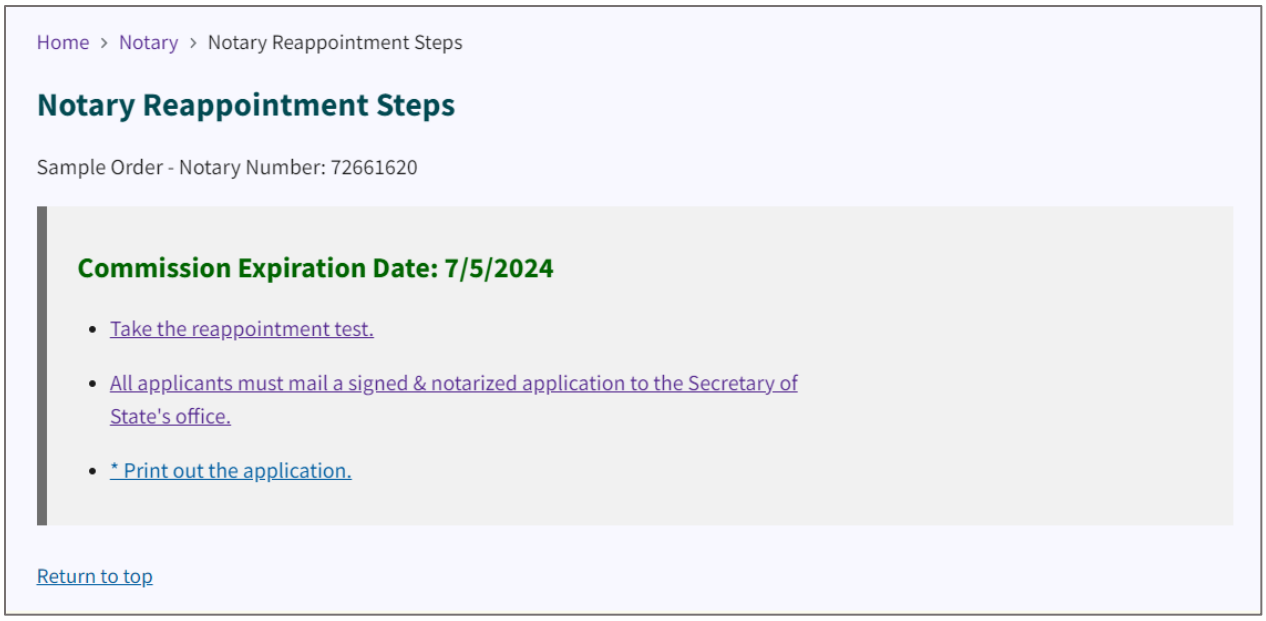


Figure 27. "Take the Reappointment Test" link

Select "**Take the Reappointment Test**."

After taking the test, you (applicant) must mail a signed and notarized application to the Secretary of State's Office.

There is a second link to "**Print out the application**."

Take the appropriate actions for notary appointment as listed above.

This takes you to the **Notary Test Start Page**.

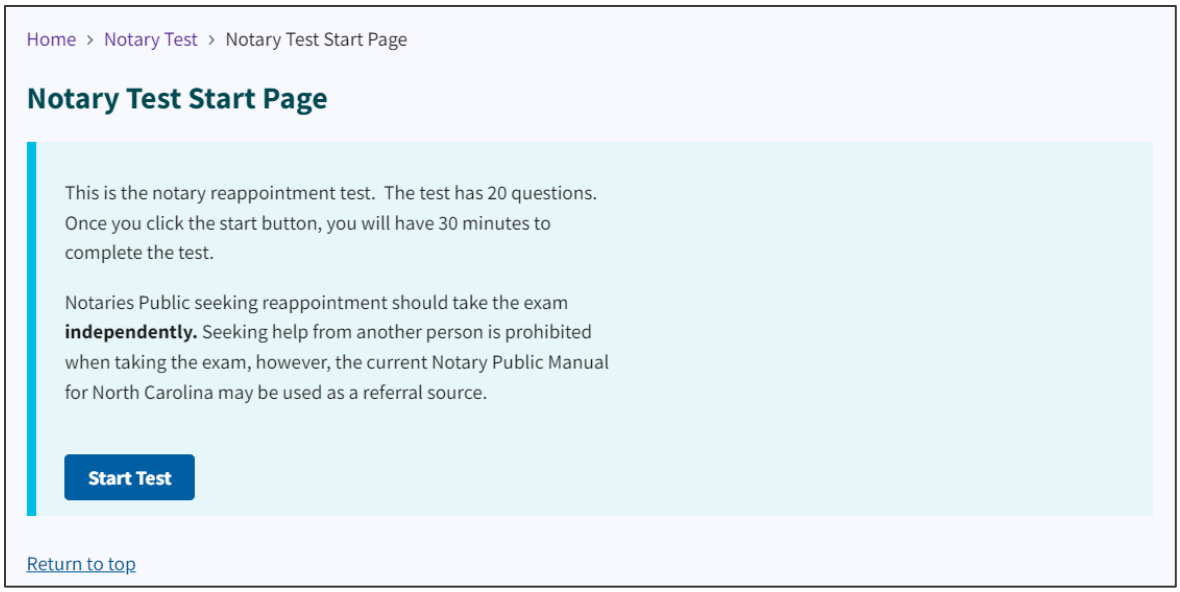


Figure 28. Notary Test Start Page

Click **Start Test**.

This takes you to the **Notary Test Question Page**.

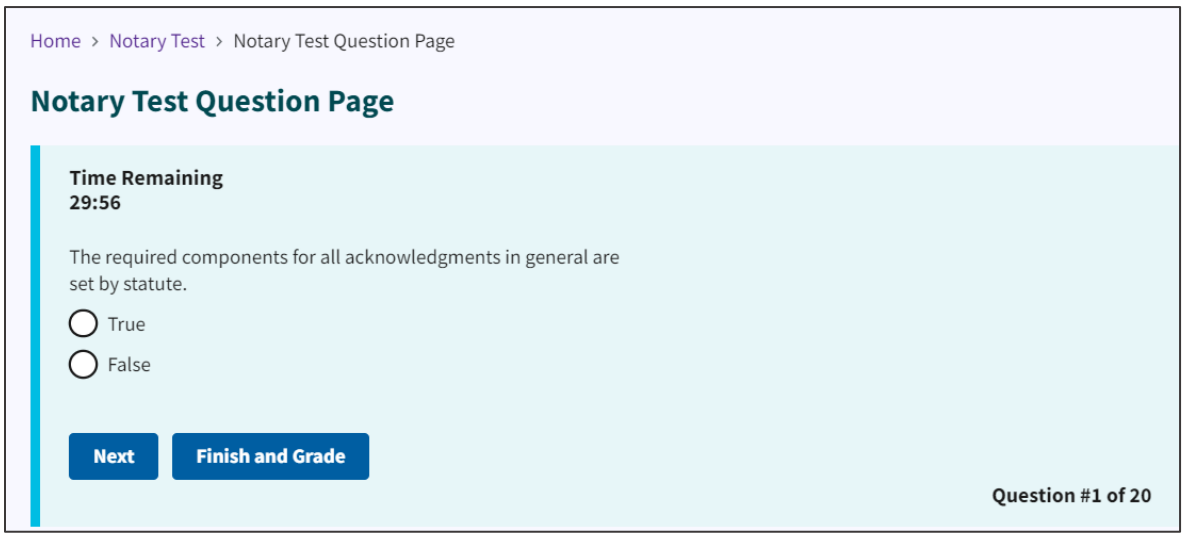


Figure 29. Notary Test Question Page

Click your answer: **True** or **False**.

Click **Next** to continue to the next question (20 questions in all).

Let's say you entered all the answers for all 20 question, and you click **Finish and Grade**. Obviously, you will not pass the test if you only answer one question.

This is what the rest of the process will look like if you do not pass the test.

A **Notary Test Warning** will appear.

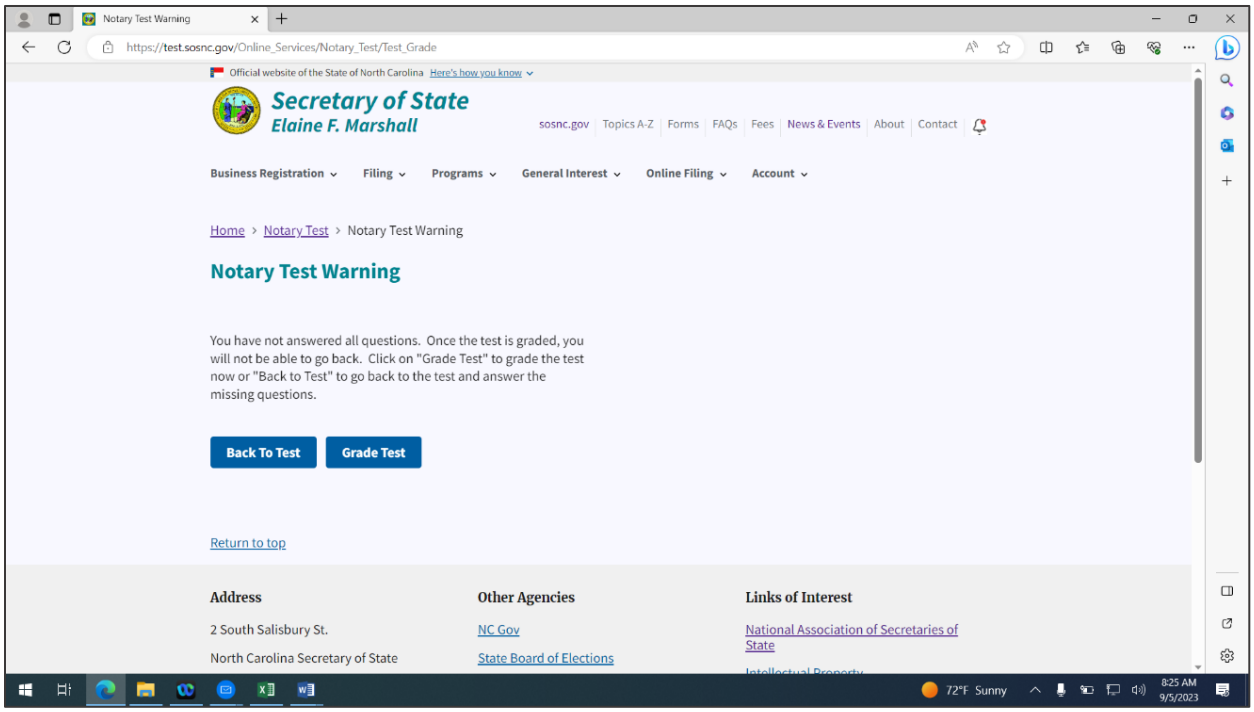


Figure 30. Warning page

If you want to go back and finish the rest of the test, click **Back to Test**. If you have finished all of the questions, click **Grade Test**.

For this example of a failed test, click **Grade Test**.

This takes you to the **Exam Results** page.

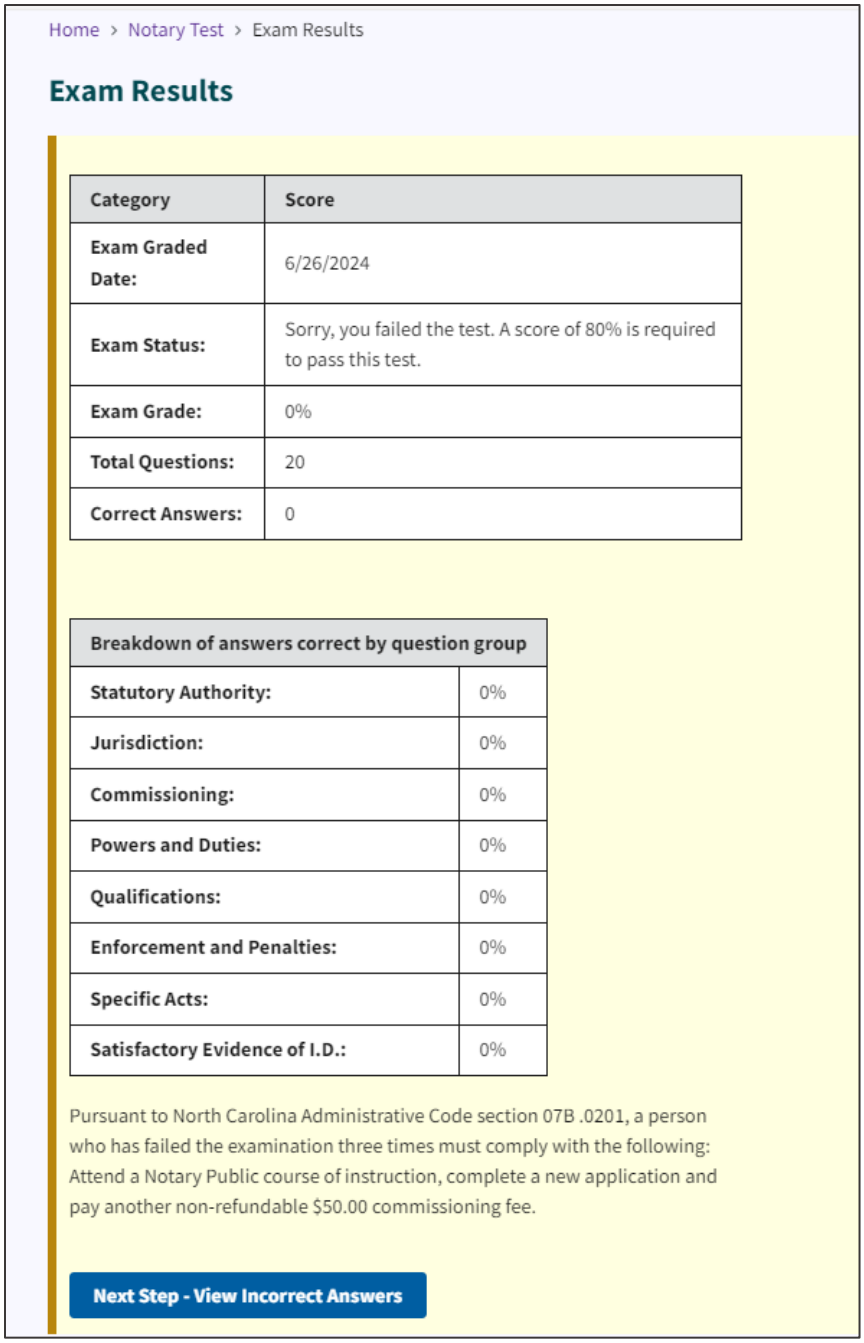


Figure 31. Exam Results page

At the bottom of the Exam Results page, click **Next Step – View Incorrect Answers**.

This takes you to the **Exam Incorrect Answers** page.

At the bottom of this page, click **Continue**.

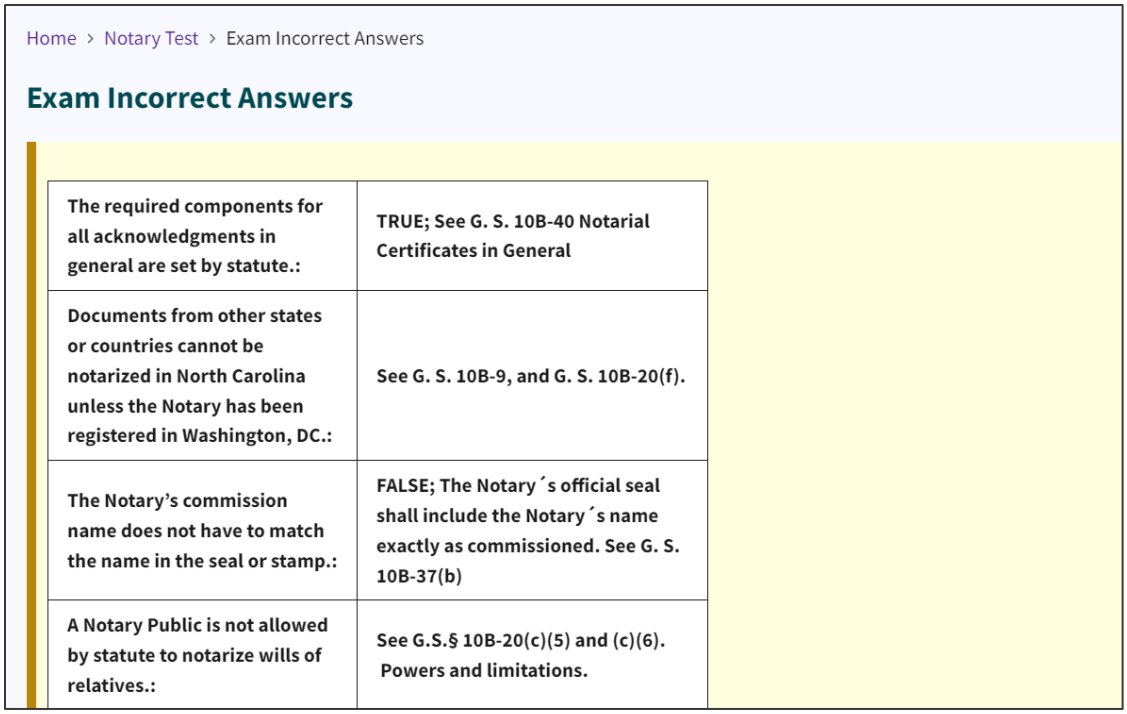


Figure 32. Click Continue button

This takes you to the **Commission Expiration Date** page.

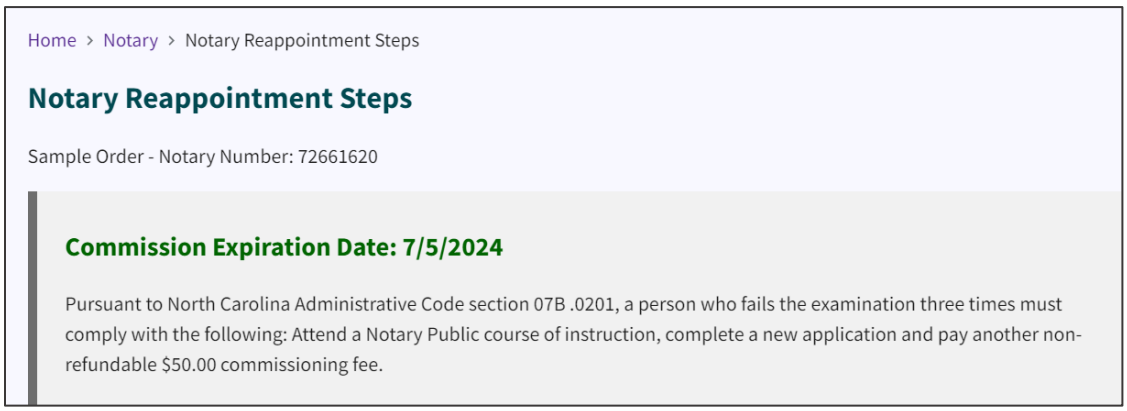


Figure 33. Notary Reappointment Steps page

Pursuant to North Carolina Administrative Code section 07B .0201, a person who fails the examination three times must comply with the following: Attend a Notary Public course of instruction, complete a new application and pay another non-refundable $50.00 commissioning fee.

If the applicant were to pass their test, the applicant would select **Grade Test** on the final question (#20) page.

This takes them to a confirmation of their test completion.

You can search for your notary registration by using the **Find a Notary** search tool.

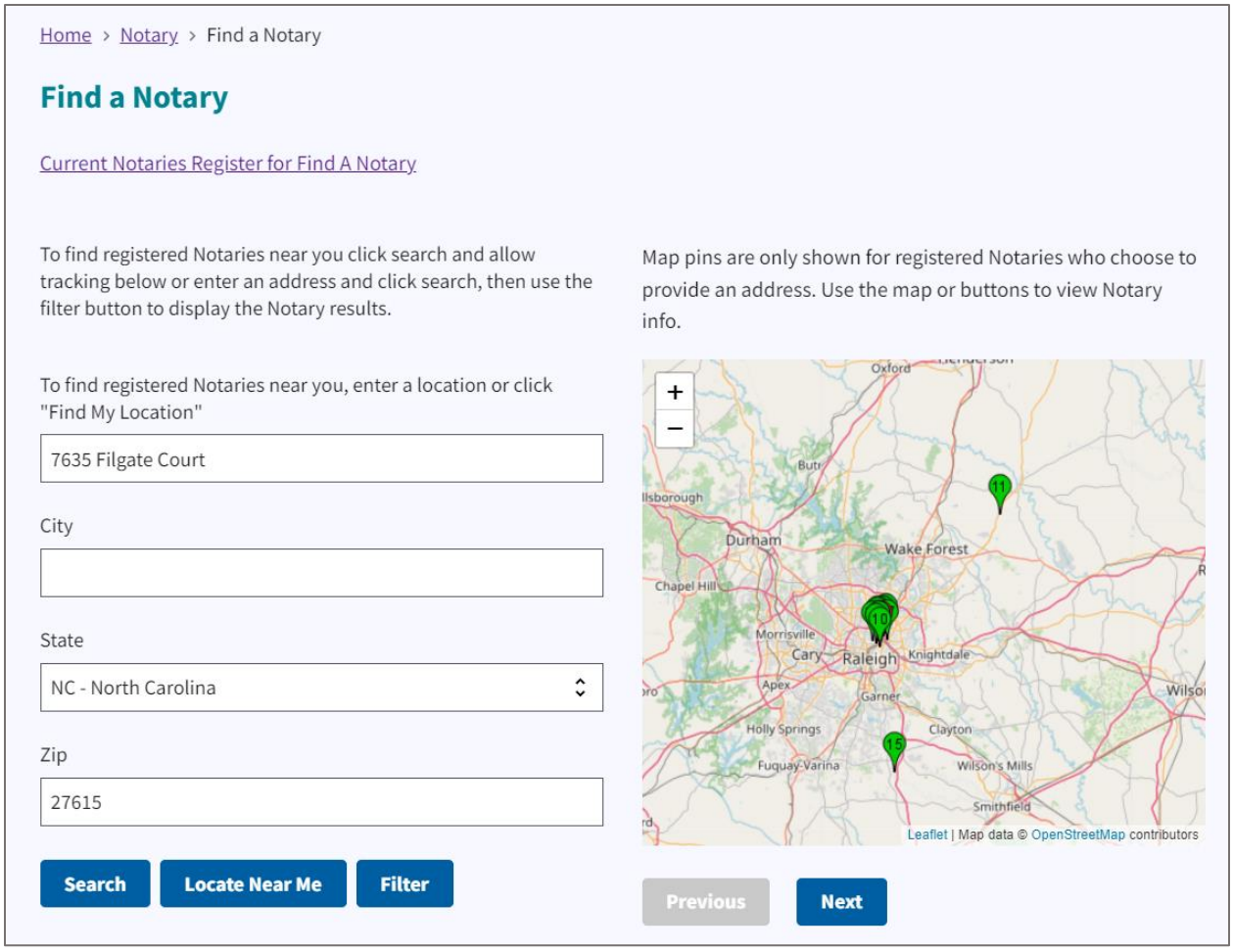


Figure 34. Find a Notary

eNotary

Select **eNotary**.

Figure 35. A red arrow points to the eNotary link

This link takes you to the eNotary page.

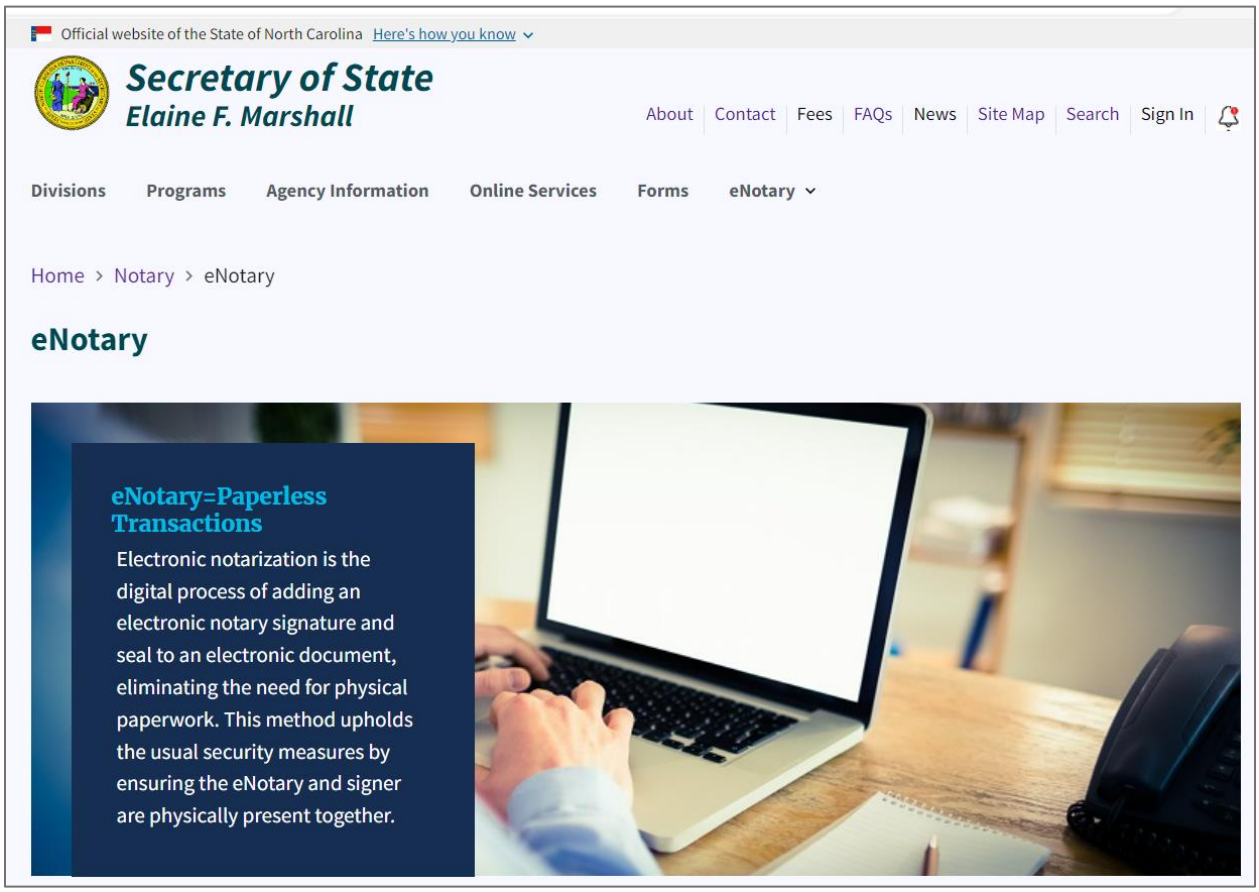


Figure 36. E-Notary main page

A description of the eNotary section states:

eNotary=Paperless Transactions

Electronic notarization is the digital process of adding an electronic notary signature and seal to an electronic document, eliminating the need for physical paperwork. This method upholds the usual security measures by ensuring the eNotary and signer are physically present together.

Browse eNotary

The Browse eNotary section has nine box image links:

- Become an eNotary
- eNotary Registration
- eNotary Solution Providers
- Notary/eNotaory and eCommerce Resources
- Electronic Mortgage Closing
- Electronic Recording
- Electronic Commerce Pilot Program
- Statutes
- Administrative Code (PDF)

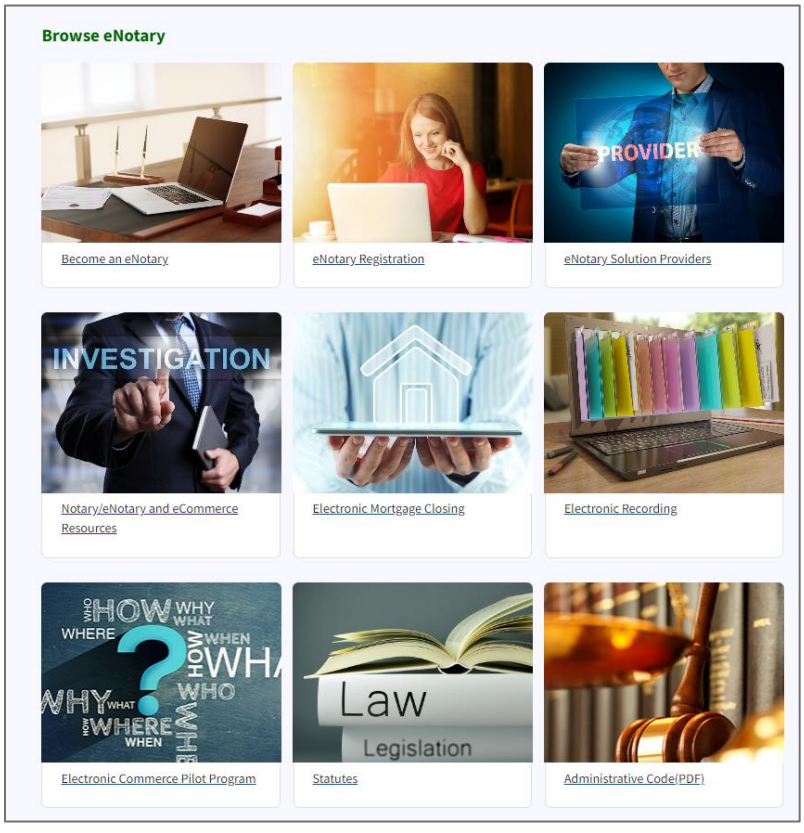


Figure 37. Browse eNotary section

Become an eNotary

The Become an eNotary page has links to educational bodies that offer the eNotary course.

These educational bodies are: local community colleges (search for one near you), N.C. State University, Gaston College, Greensboro College, and Guilford College.

Figure 38. Become an eNotary page

You can find your local Register of Deeds by selecting the link “Find your Register of Deeds.”

The “Find Your Register of Deeds” link takes you to the N.C. Association of Registers of Deeds website. See **Figure 39**. You can find your local Register of Deeds by using their interactive map.

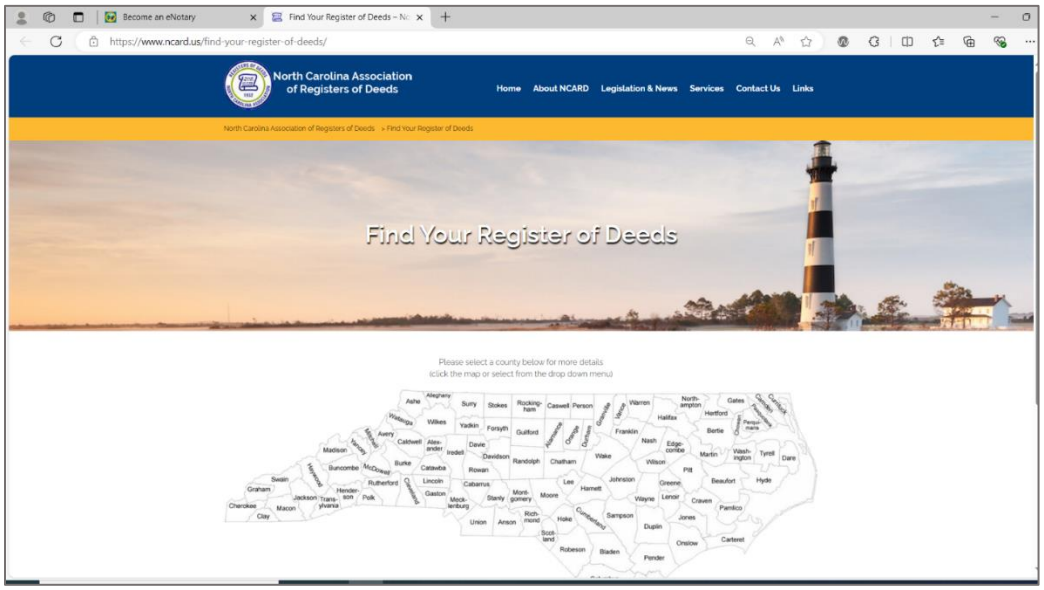


Figure 39. NC Association of Registers of Deeds website

To become an eNotary, you will need to complete the required eNotary course and then register to become an eNotary. Here we will discuss how to register to become an eNotary.

Select **Register to Become an eNotary**.

This takes you to the Notary **Log In** page.

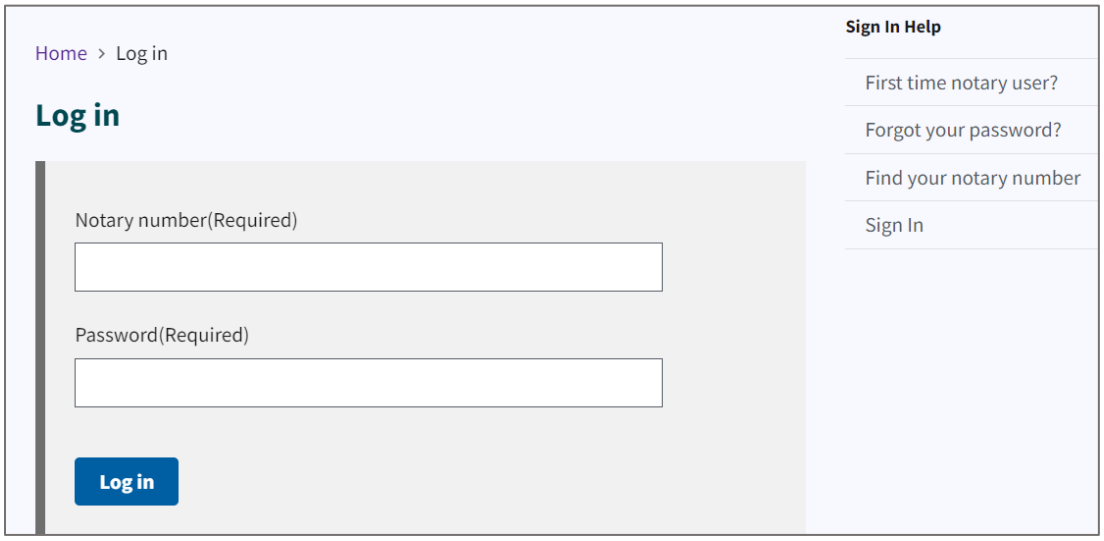


Figure 40. Notary log in page

This take you to the **eNotary Appointment Steps** page.

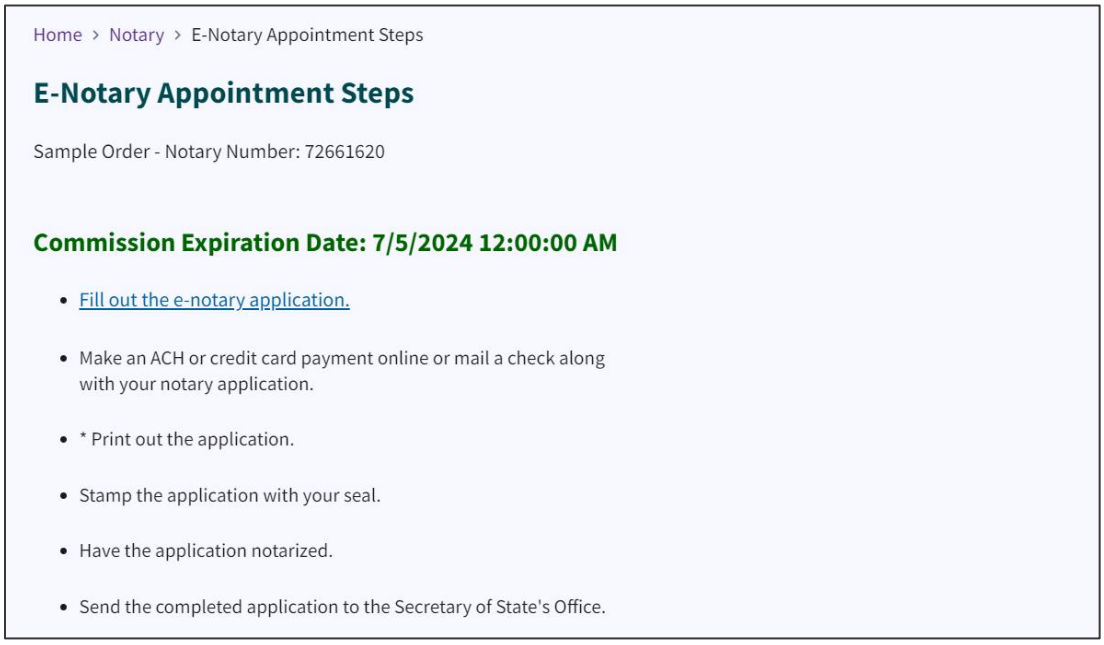


Figure 41. E-Notary Appointment Steps

Select the **Fill Out the eNotary Application** link.

This link takes you to the first step in the process of registering as an eNotary.

Enter your full **legal name**.

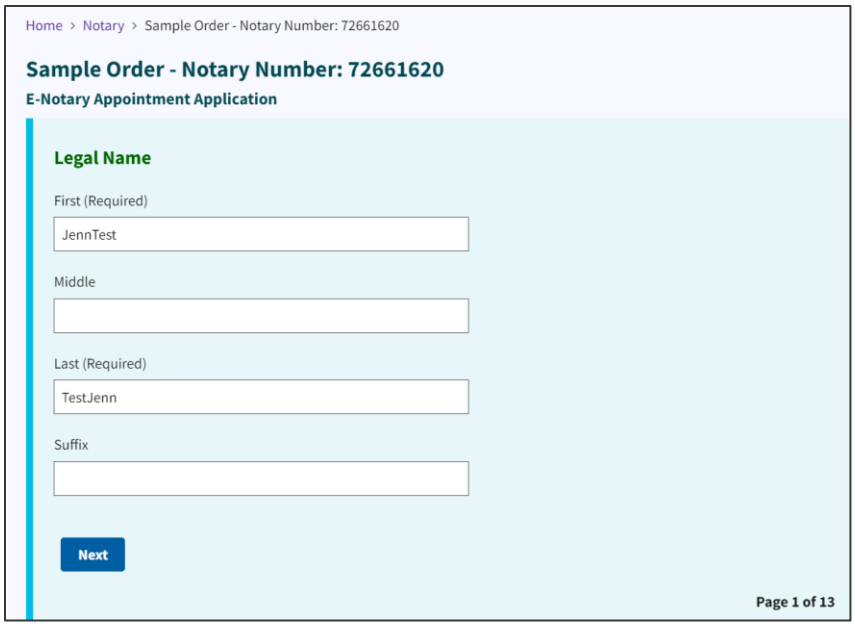


Figure 42. Legal Name entry fields

Click **Next**.

Enter the applicant's name as you would like it to appear on the commission.

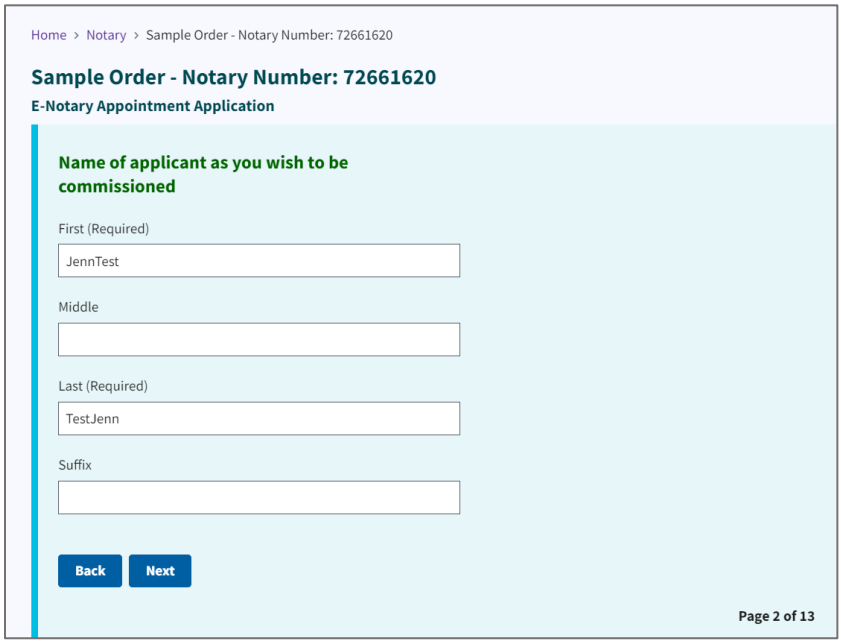


Figure 43. Applicant name for commissioning

Click **Next**.

Enter the **name last commissioned**.

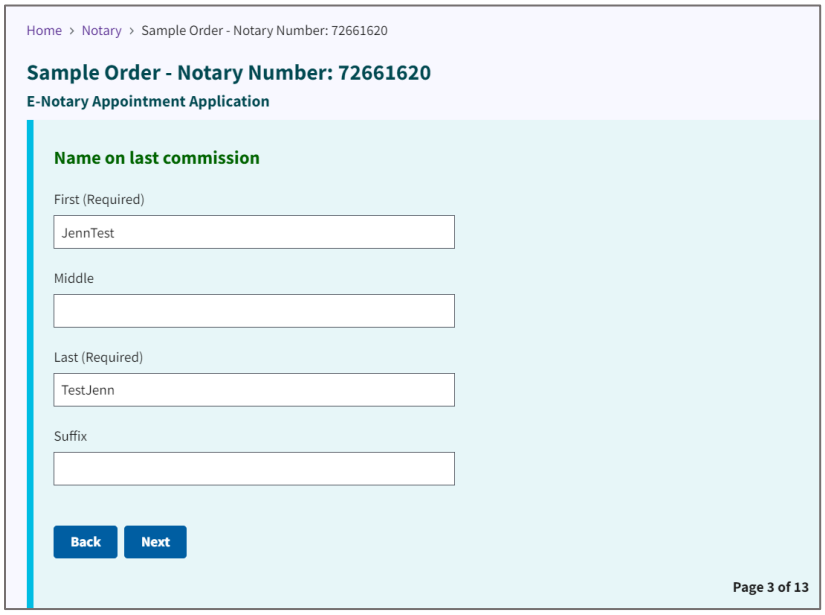


Figure 44. Name last commissioned

Click **Next**.

Enter the **mailing address**.

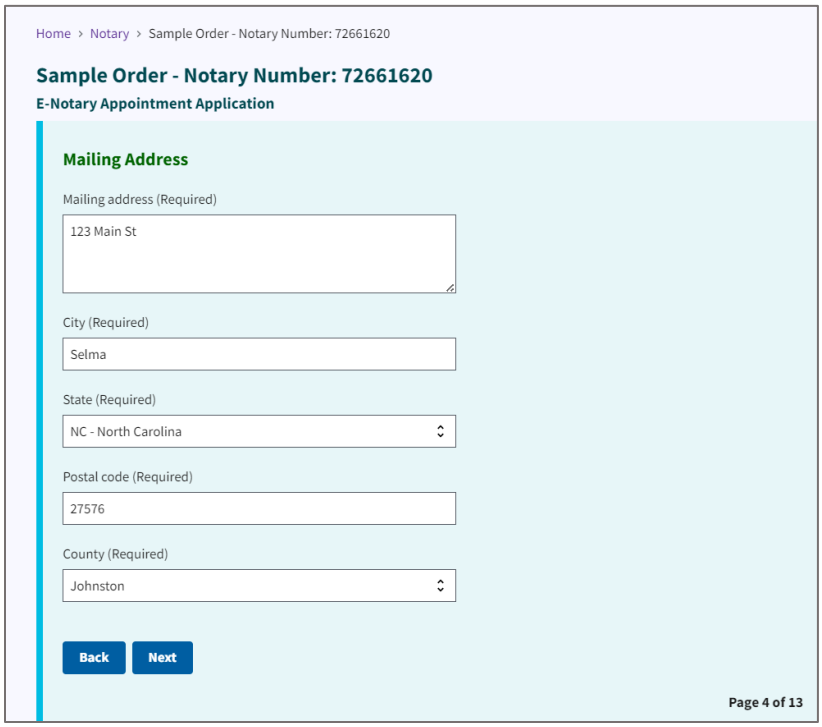


Figure 45. Mailing address entry fields

Click **Next**.

Enter the **residence address**.

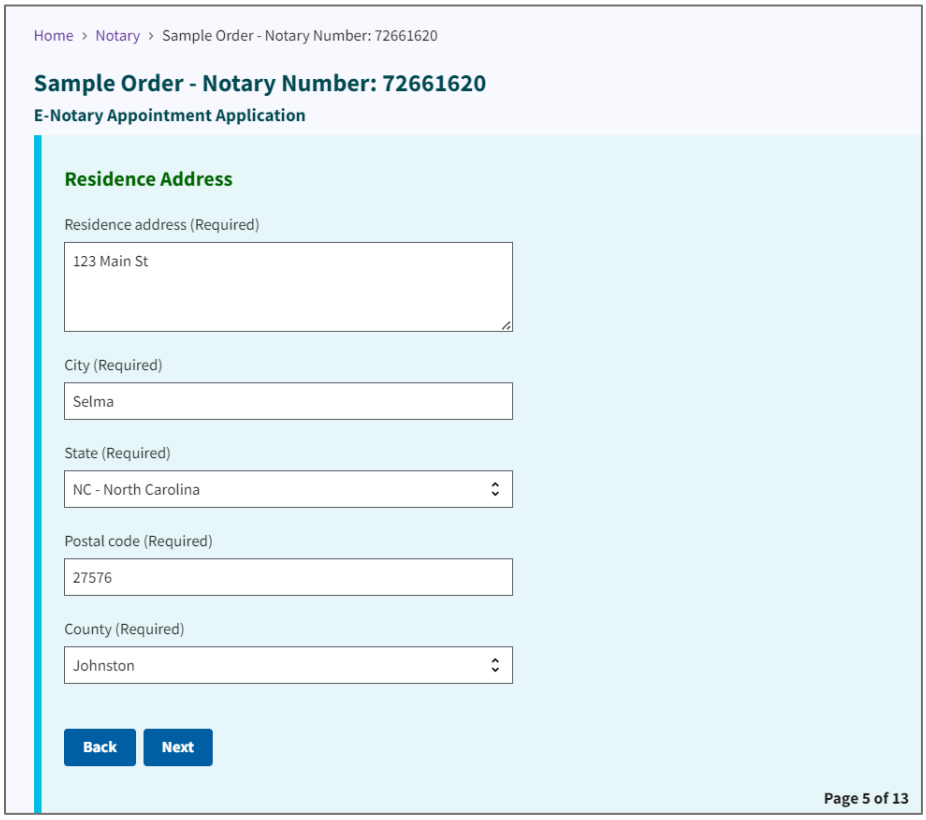


Figure 46. Residence address entry fields

Click **Next**.

Select the **occupation**.

Figure 47. Occupation radio buttons

Click **Next**.

Enter the **Business Address**.

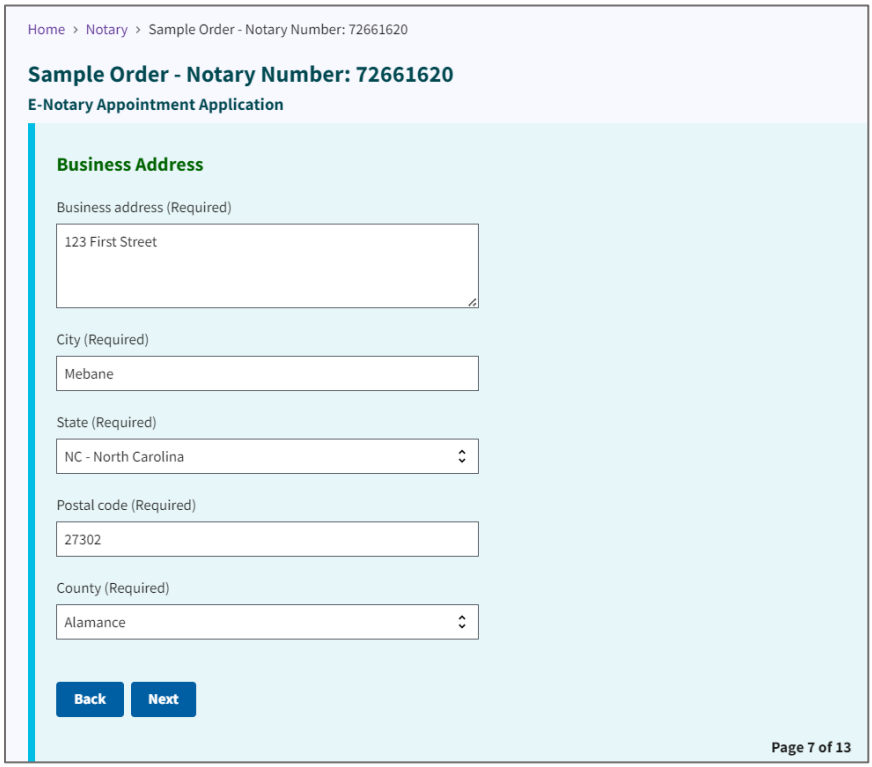


Figure 48. Business address entry fields

Click **Next**.

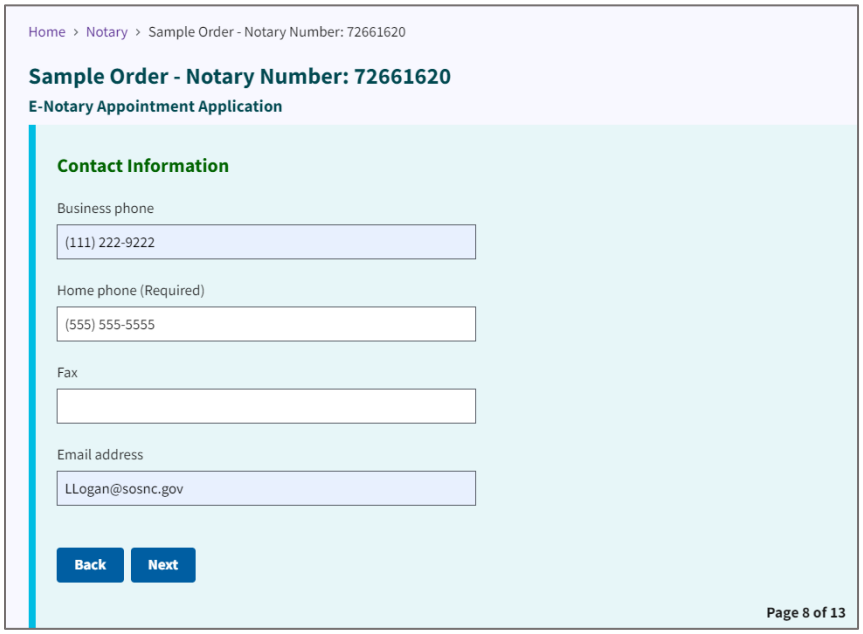


Figure 49. Phone, Fax, and Email entry fields

Click **Next**.

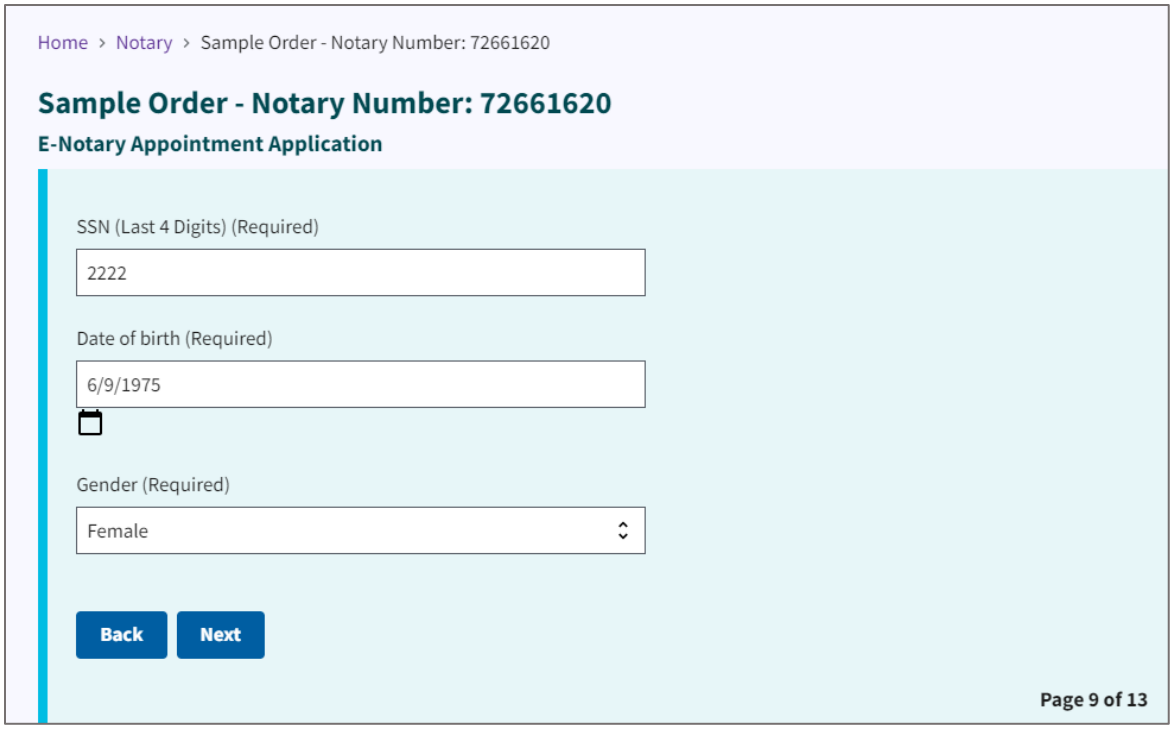


Figure 50. SSN, DOB, and Gender entry fields

Click Next.

Enter the Expiration Date.

Select the Commission County.

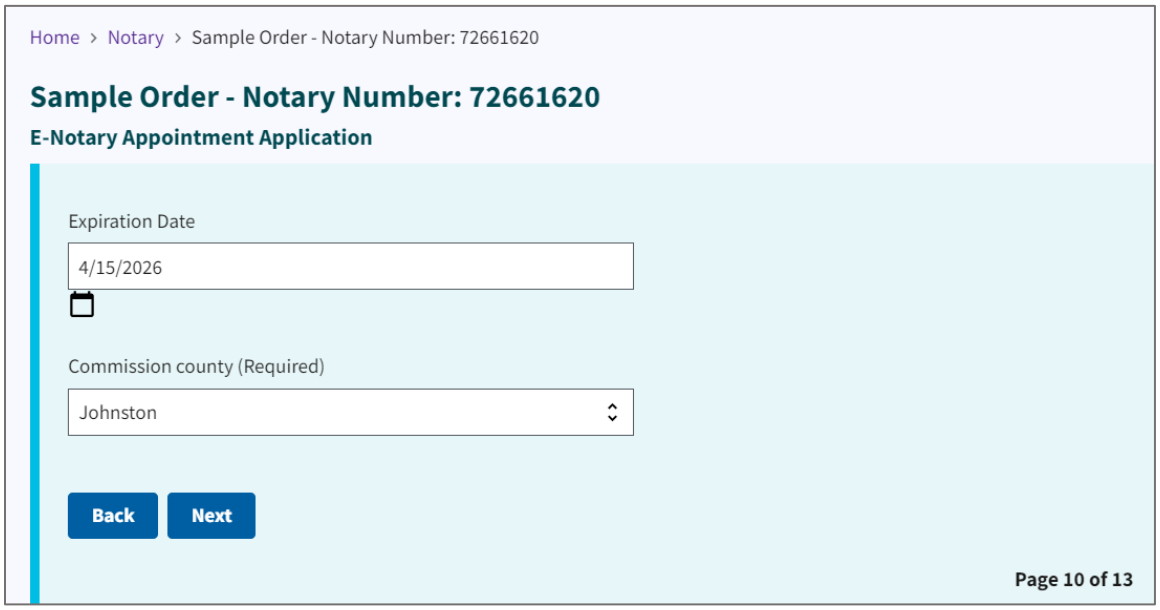


Figure 51. Expiration Date and Commission County entry fields

Click Next.

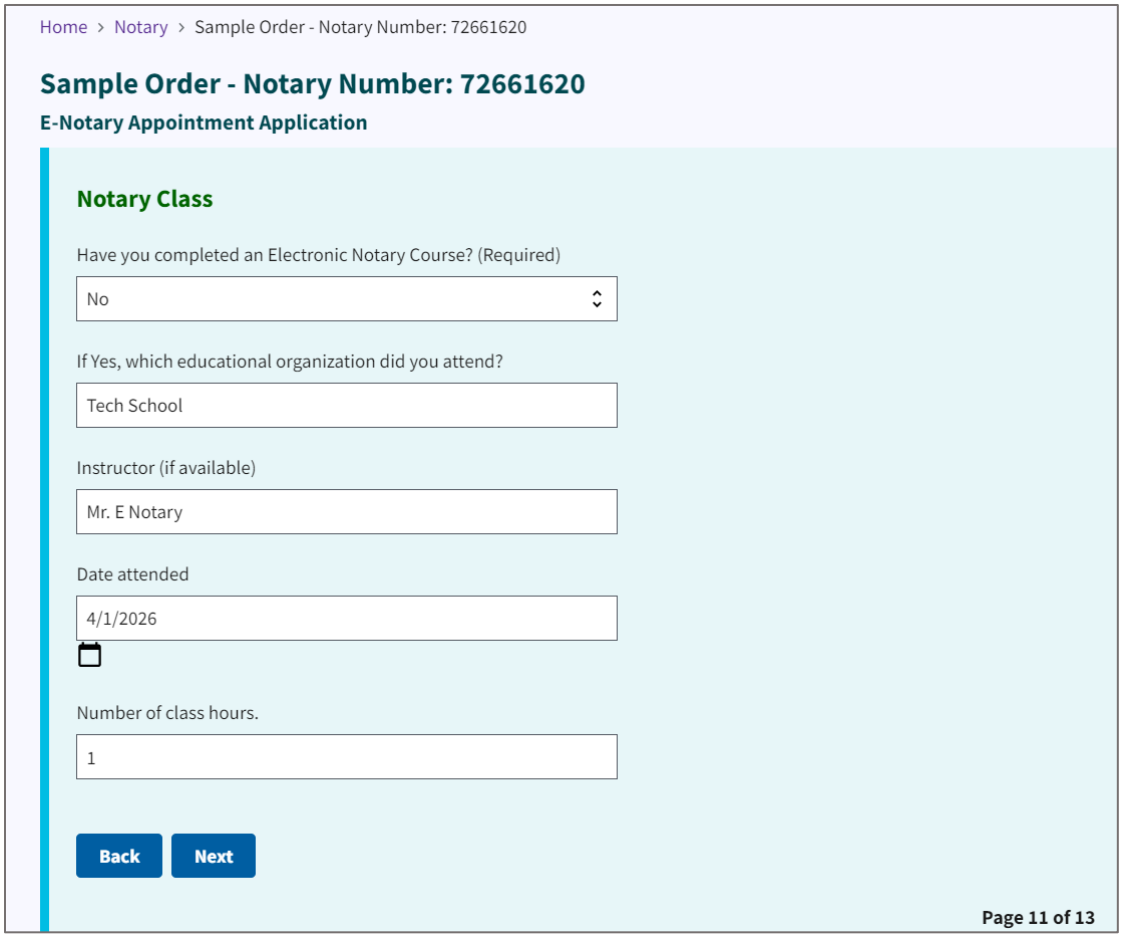


Figure 52. Notary Class entry fields

Click **Next**.

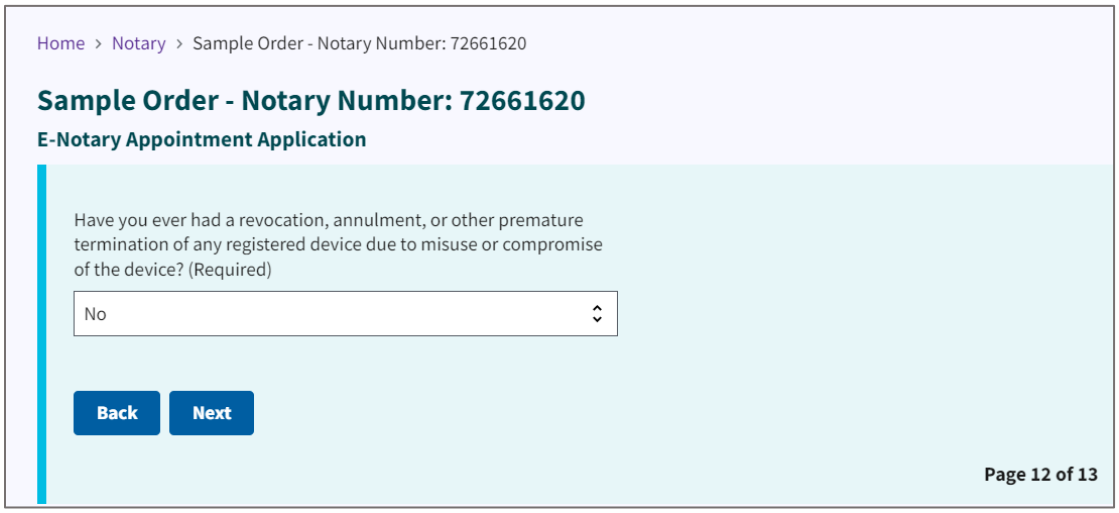


Figure 53. Revocation question dropdown

Click Next.

Review your filing in the Preview Filing window.

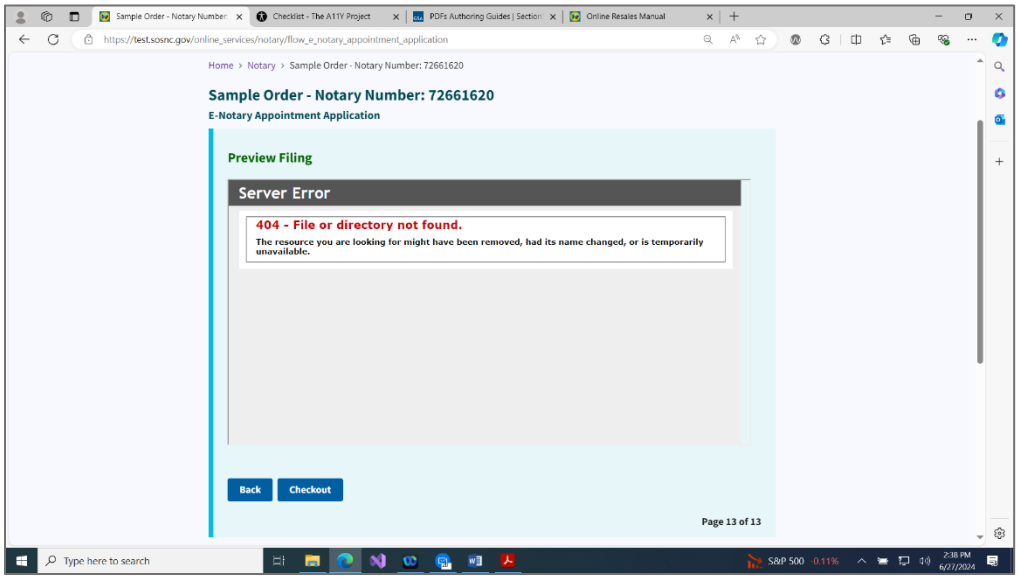


Figure 54. Preview Filing page

Click **Checkout**.

Select the **Payment Type**.

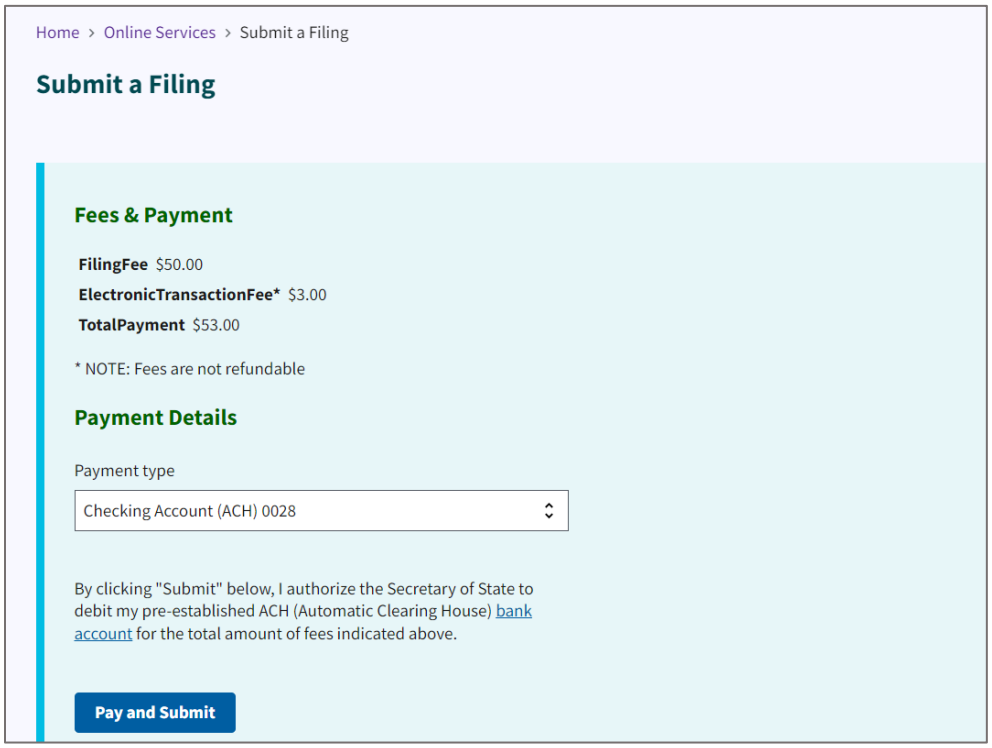


Figure 55. Checkout page

Click **Pay and Submit**.

The **Fees and Payment** page shows your receipt in a preview window.

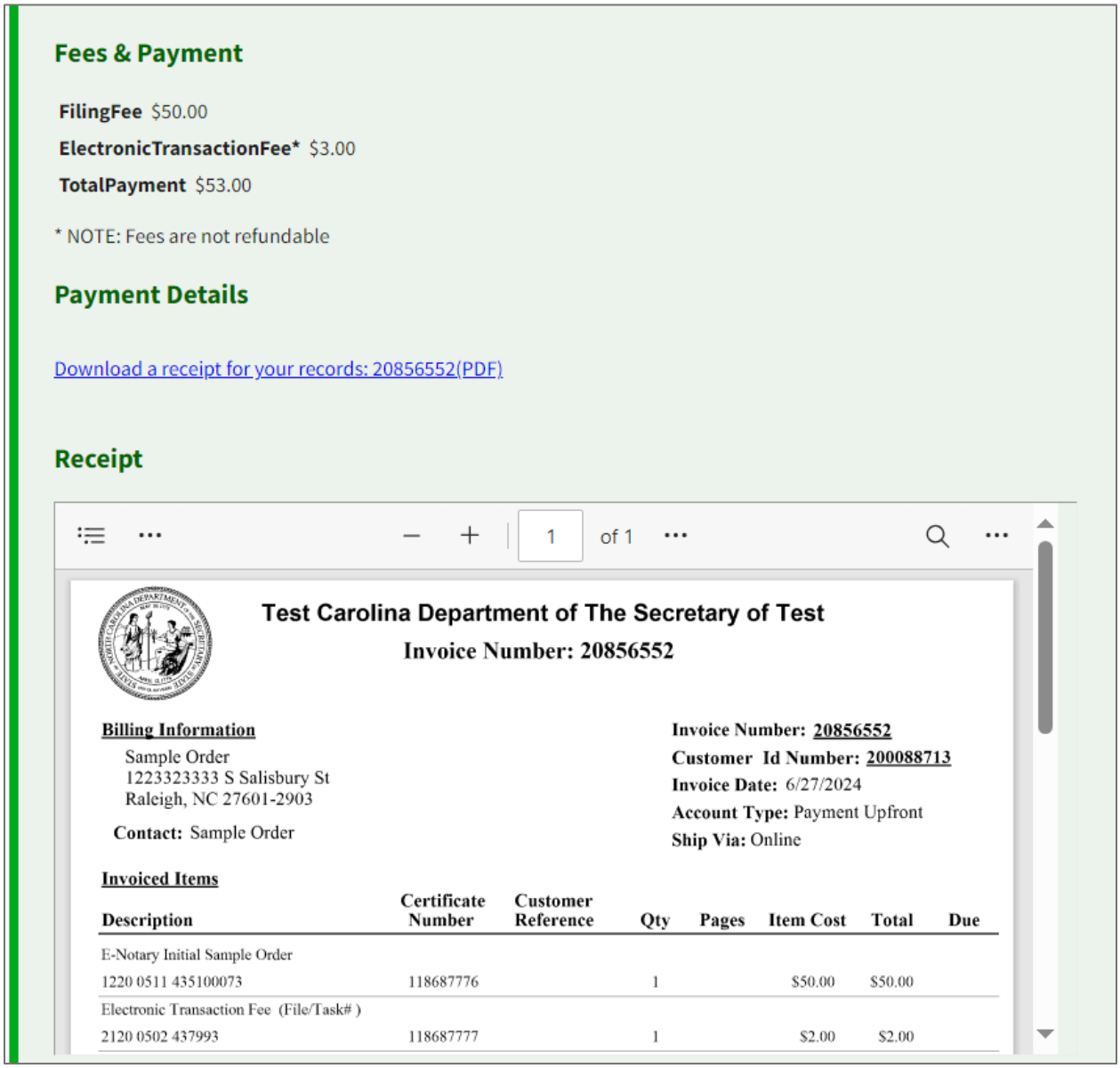


Figure 56. PDF copy of receipt

Select the “Download a receipt for your records” link.

This link takes you to a downloadable and printable PDF copy of your receipt.

eNotary Registration

Select **eNotary Registration**.

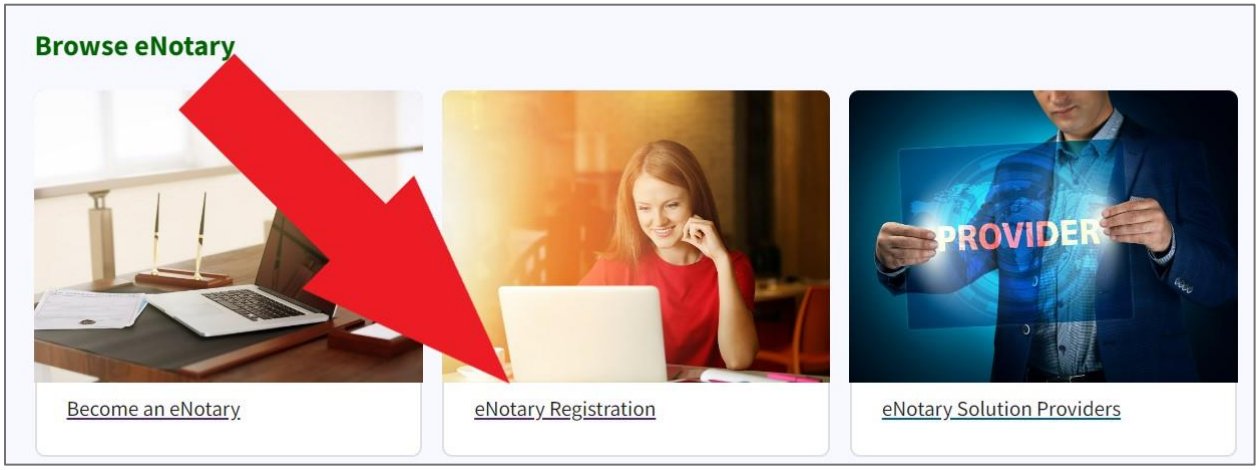


Figure 57. A red arrow points to the eNotary Registration link

This link takes you to the **Log In** page if you have not already logged into your NC SOS website account.

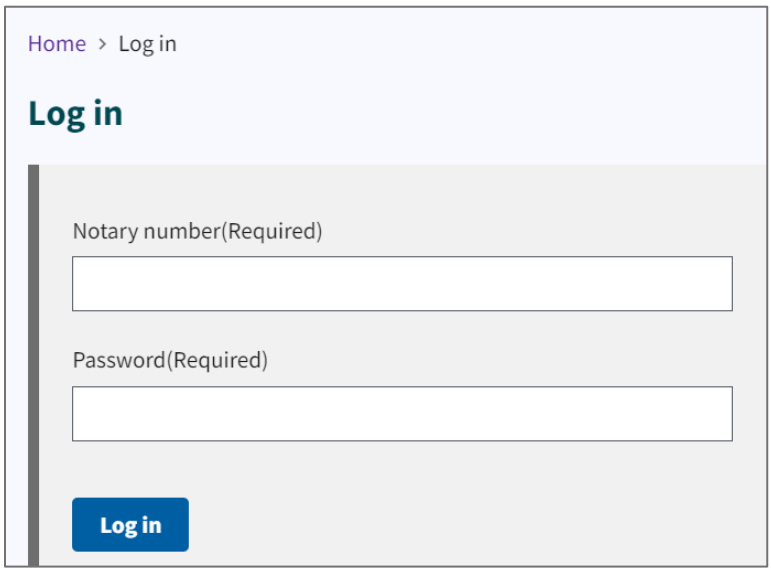


Figure 58. Log In page

On the E-Notary Appointment Steps page you see the expiration date for your commission.

Select the **Print Out the Application** link.

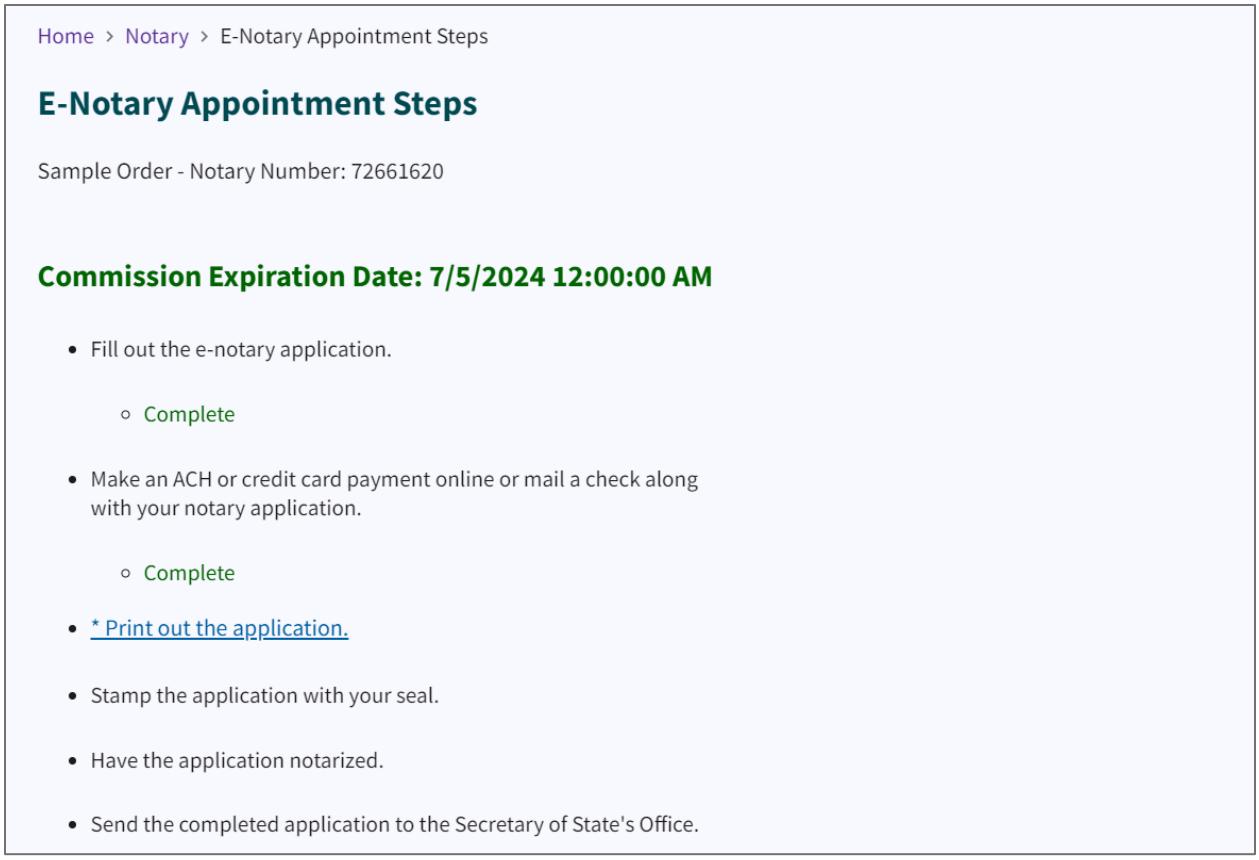


Figure 59. Print link

The instructions state:

1. Fill out the eNotary application.
2. Make an ACH or credit card payment online or mail a check along with your notary application.
3. Print out the application.
4. Stamp the application with your seal.
5. Have the application notarized.
6. Send the completed application to the Secretary of State’s Office.

eNotary Solution Providers

Select **eNotary Solution Providers**.

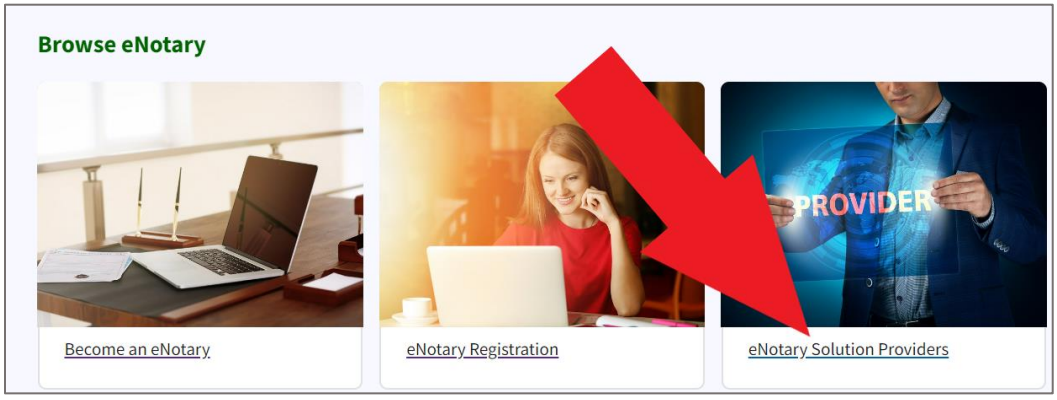
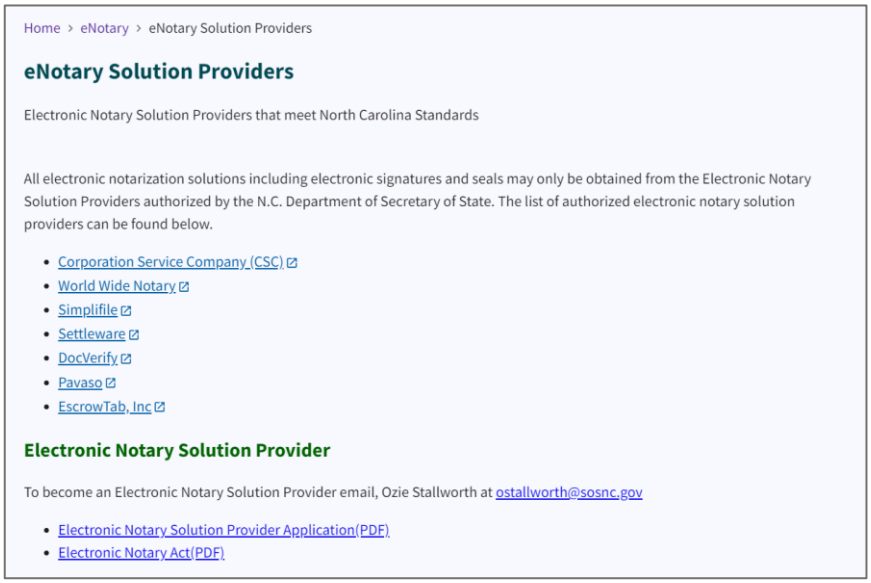


Figure 60. A red arrow points to the "eNotary Solution Providers"

The eNotary Solution Providers page has a list of seven Electronic Notary Solution Providers authorized by the North Carolina Secretary of State.



The eNotary solution providers are:

- Corporation Service Company (CSC)
- World Wide Notary
- Simplifile
- Settleware
- DocVerify
- Pavaso
- Escrow Tab, Inc.

Figure 61. eNotary Solution Providers list

Contact Ozie Stallworth at ostallworth@sosnc.gov if you would like to become an electronic notary solution provider.

At the bottom of the page, there is a link to the Electronic Notary Act (PDF).

Notary/eNotary and E-Commerce Resources

Select **Notary/eNotary and eCommerce Resources**.

Figure 62. A red arrow points to the "Notary/eNotary and eCommerce Resources" link

The Notary Resources page has helpful links and downloadable PDFs.

You can purchase a Notary Manuals by selecting the link at the top "Purchase a North Carolina Notary Public Manual (PDF).

Figure 63. Notary Resources page

On this page, you find downloadable notary certificates like affidavits, acknowledgements, and other notarial certificates.

Also, there is a downloadable notary journal, electronic notary resources, and electronic notary e-commerce resources.

Electronic Mortgage Closing

Select **Electronic Mortgage Closing**.

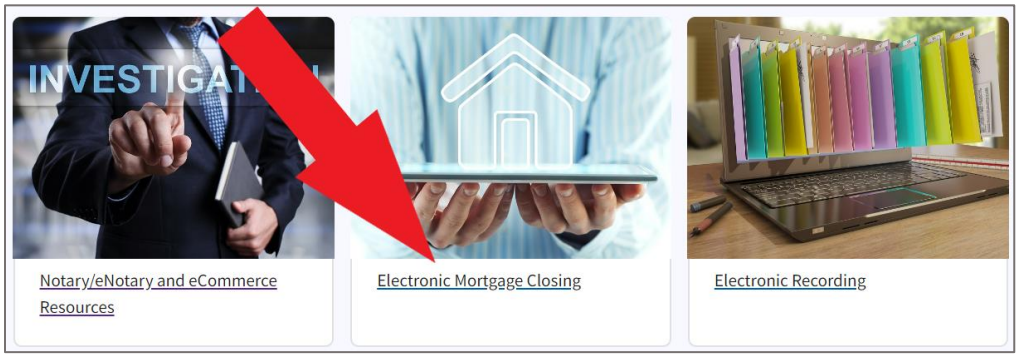


Figure 64. A red arrow points to the "Electronic Mortgage Closing" link

The **Electronic Mortgage Closing** page

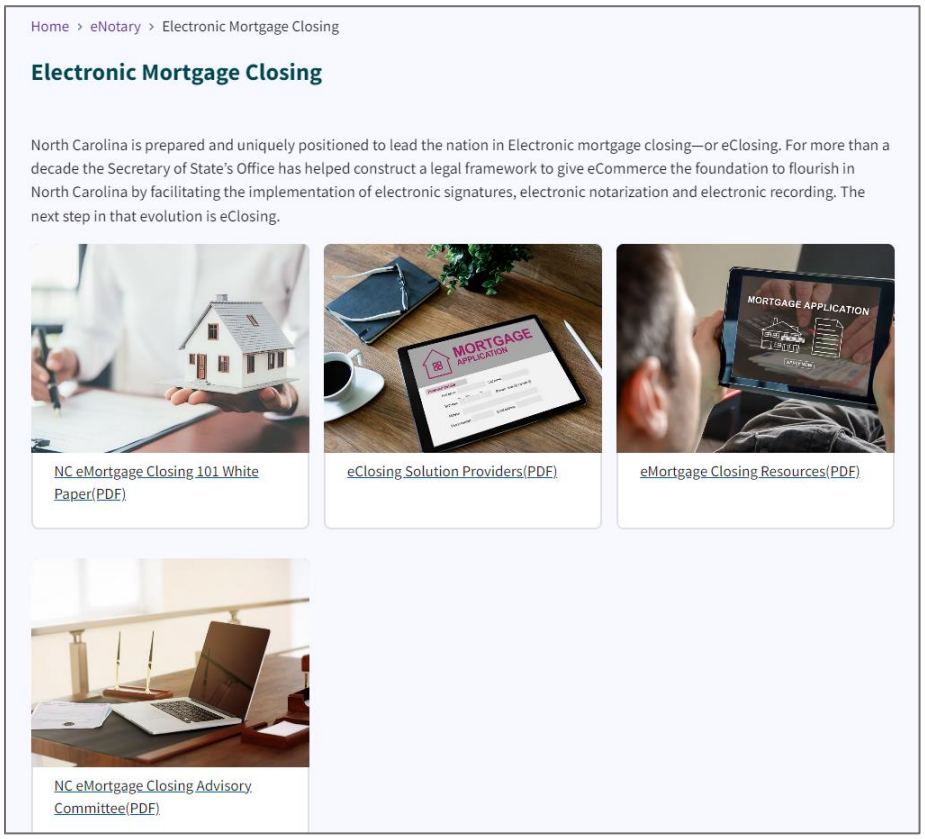


Figure 65. Electronic Mortgage Closing page

North Carolina is prepared and uniquely positioned to lead the nation in Electronic mortgage closing—or eClosing. For more than a decade the Secretary of State's Office has helped

construct a legal framework to give eCommerce the foundation to flourish in North Carolina by facilitating the implementation of electronic signatures, electronic notarization and electronic recording. The next step in that evolution is eClosing.

There are four box image links:

- NC eMortgage Closing 101 White Paper (PDF)
- eClosing Solution Providers (PDF)
- eMortgage Closing Resources (PDF)
- NC eMortgage Closing Advisory Committee (PDF)

Each of these documents are downloadable and printable.

Electronic Recording

Select **Electronic Recording**.

Figure 66. A red arrow points to the "Electronic Recording" link

The **Electronic Recording** page has downloadable Electronic Recording documents.

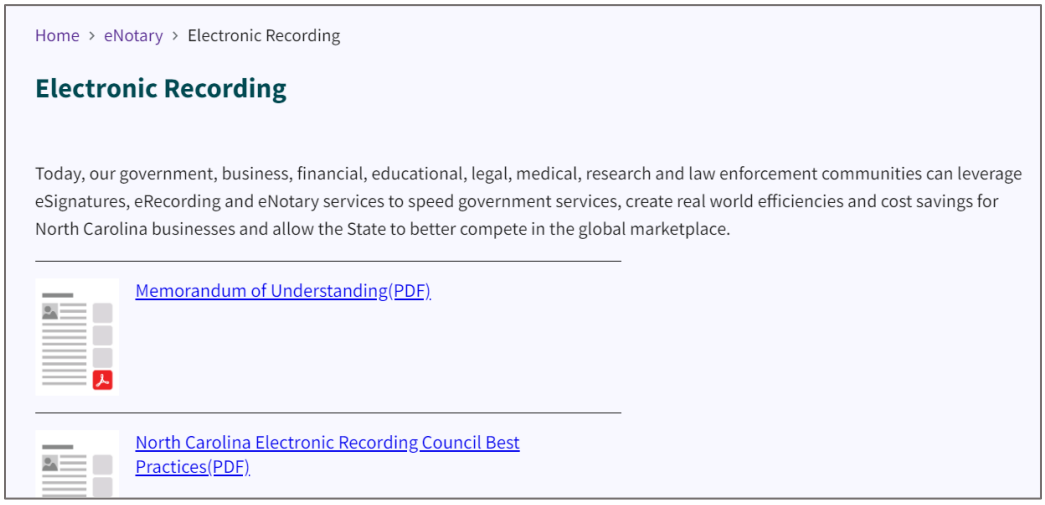


Figure 67. Electronic Recording page

Today, our government, business, financial, educational, legal, medical, research and law enforcement communities can leverage eSignatures, eRecording and eNotary services to speed government services, create real world efficiencies and cost savings for North Carolina businesses and allow the State to better compete in the global marketplace.

The list of downloadable forms on this page are:

- Memorandum of Understanding (PDF)
- N.C. Electronic Recording Council Best Practices (PDF)
- N. C. Electronic Recording Counties (PDF)
- N.C. Electronic Recording Standards (PDF)
- Submitter Agreement (PDF)

Electronic Commerce Pilot Program

Select **Electronic Commerce Pilot Program**.

Figure 68. A red arrow points to the "Electronic Commerce Pilot Program" link

This link takes you to the Electronic Commerce Pilot Program.

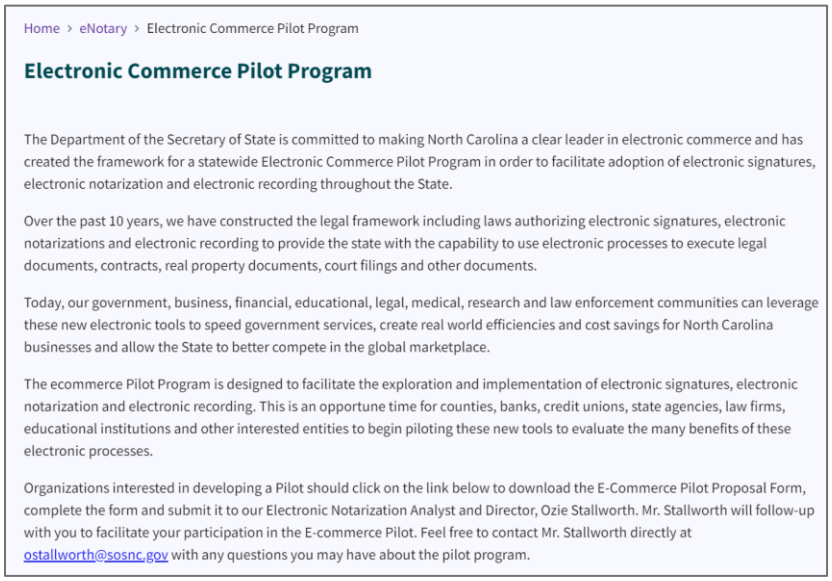


Figure 69. Electronic Commerce Pilot Program

The Electronic Commerce Pilot Program states the following:

The Department of the Secretary of State is committed to making North Carolina a clear leader in electronic commerce and has created the framework for a statewide Electronic Commerce Pilot Program in order to facilitate adoption of electronic signatures, electronic notarization and electronic recording throughout the State.

Over the past 10 years, we have constructed the legal framework including laws authorizing electronic signatures, electronic notarizations and electronic recording to provide the state with the capability to use electronic processes to execute legal documents, contracts, real property documents, court filings and other documents.

Today, our government, business, financial, educational, legal, medical, research and law enforcement communities can leverage these new electronic tools to speed government services, create real world efficiencies and cost savings for North Carolina businesses and allow the State to better compete in the global marketplace.

The ecommerce Pilot Program is designed to facilitate the exploration and implementation of electronic signatures, electronic notarization and electronic recording. This is an opportune time for counties, banks, credit unions, state agencies, law firms, educational institutions and other interested entities to begin piloting these new tools to evaluate the many benefits of these electronic processes.

Organizations interested in developing a Pilot should click on the link below to download the E-Commerce Pilot Proposal Form, complete the form and submit it to our Electronic Notarization Analyst and Director, Ozie Stallworth. Mr. Stallworth will follow-up with you to facilitate your participation in the E-commerce Pilot. Feel free to contact Mr. Stallworth directly at ostallworth@sosnc.gov with any questions you may have about the pilot program.

Statutes

Select **Statutes**.

Figure 70. A red arrow points to the "Statutes" link

The Statutory Authority page lists all of the North Carolina laws related to the North Carolina Secretary of State.

Figure 71. Statutory Authority page

Administrative Code

Select **Administrative Code**.

Figure 72. A red arrow points to the "Administrative Code" link

This link takes you to a downloadable and printable copy of the rules and laws that govern eNotary.

18 NCAC 07 Rules in Effect July 1, 2024 (**Old** rules are in **blue**; new **RENA** rules are in **black**).
Note: Separately listed are other previously-approved rules now before the Rules Review Commission June 26, 2024 for a decision on the Department's request to delay the effective date for rules currently scheduled to be effective July 1.

SUBCHAPTER 07B – GENERAL REQUIREMENTS

SECTION .0100 – GENERAL PROVISIONS

18 NCAC 07B .0101 SCOPE
The rules in this Subchapter implement Chapter 10B of the General Statutes. The rules govern:
(1) the qualification, commissioning, notarial acts, conduct, and discipline of notaries public as public officers of the State;
(2) the qualification, certification, and discipline of certified notary instructors; and
(3) the qualification, approval or licensing, conduct, and discipline of technology providers.

History Note: *Authority G.S. 10B-4; 10B-14(f); 10B-106; 10B-125(b); 10B-126; 10B-134.15; 10B-134.17; 10B-134.19; 10B-134.21; 10B-134.23;*
Eff. April 1, 2007;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December 6, 2016;
Amended Eff. July 1, 2024.

Figure 73. Administrative Code PDF

eNotary Exam

Select **eNotary Exam**.

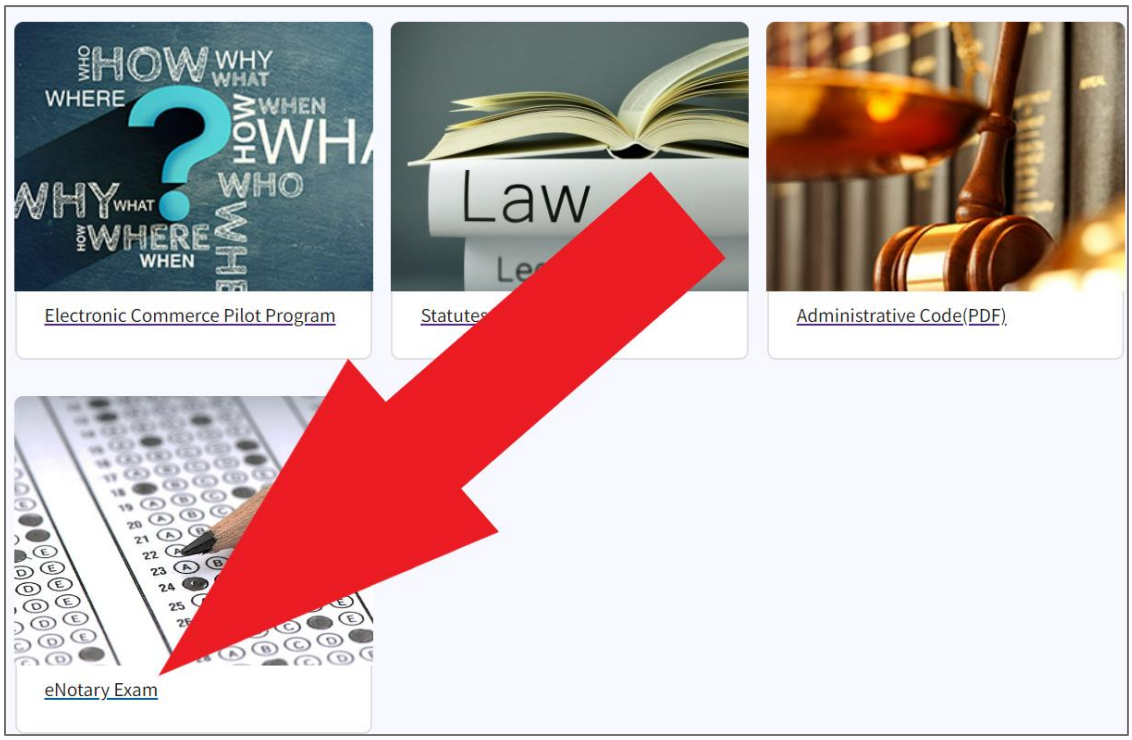


Figure 74. A red arrow points to the "eNotary Exam" link

This link takes you to the **eNotary Test Log In** page. See **Figure 75**.

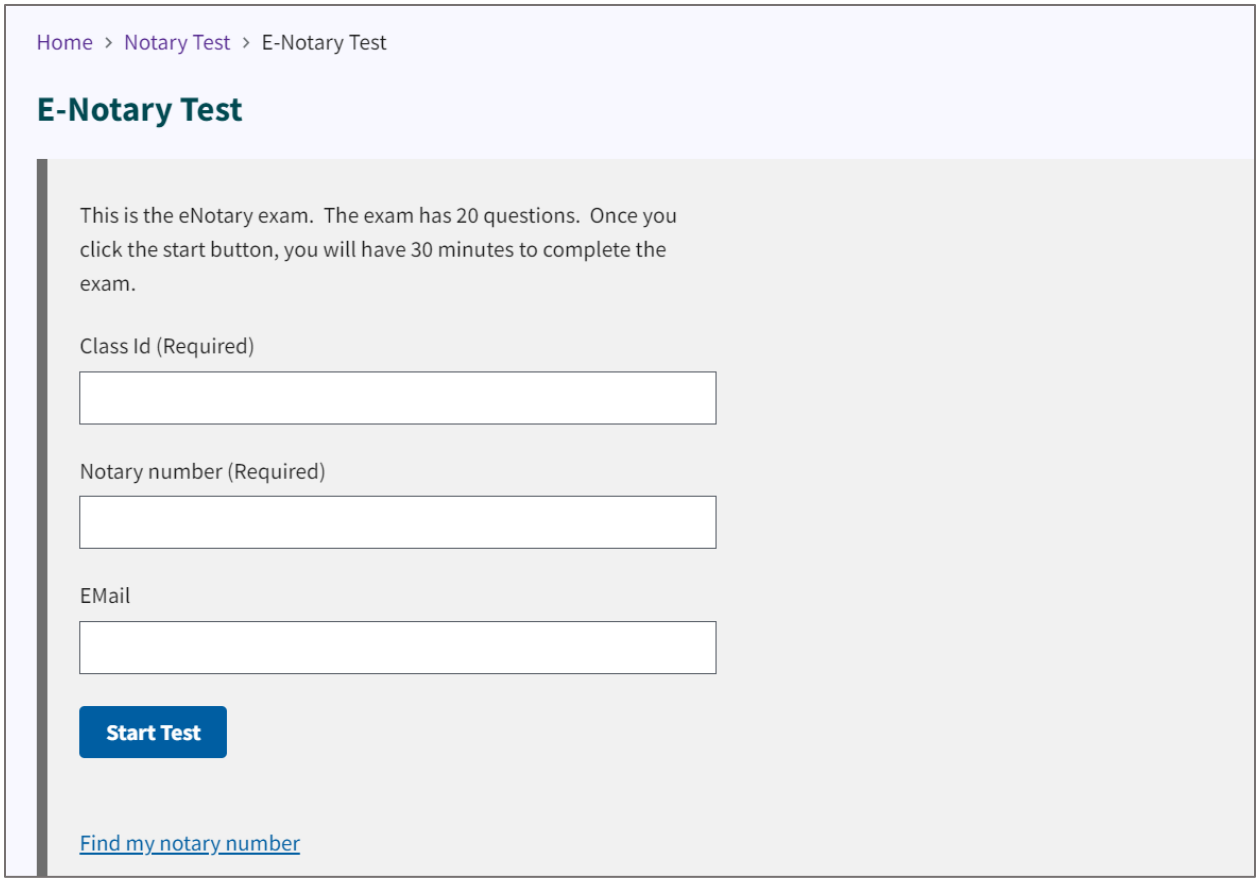


Figure 75. eNotary Test Log In page

After entering your **Class ID**, **notary number**, and **email address**, click **Start Test**.

Your test begins.

Update Your Notary Information

Select **Update Your Notary Information** from the Notary main page.

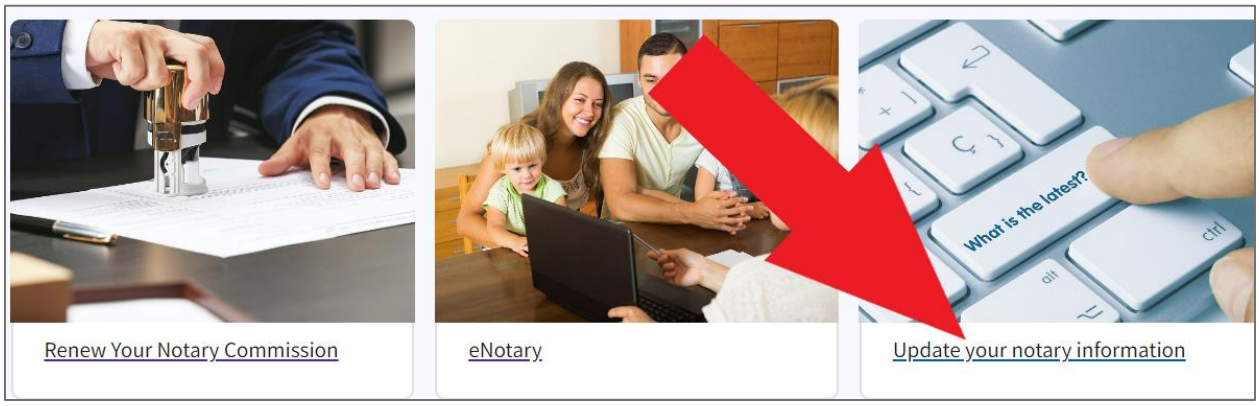


Figure 76. A red arrow points to the "Update Your Notary Information" link

Enter your **New Legal Name**.

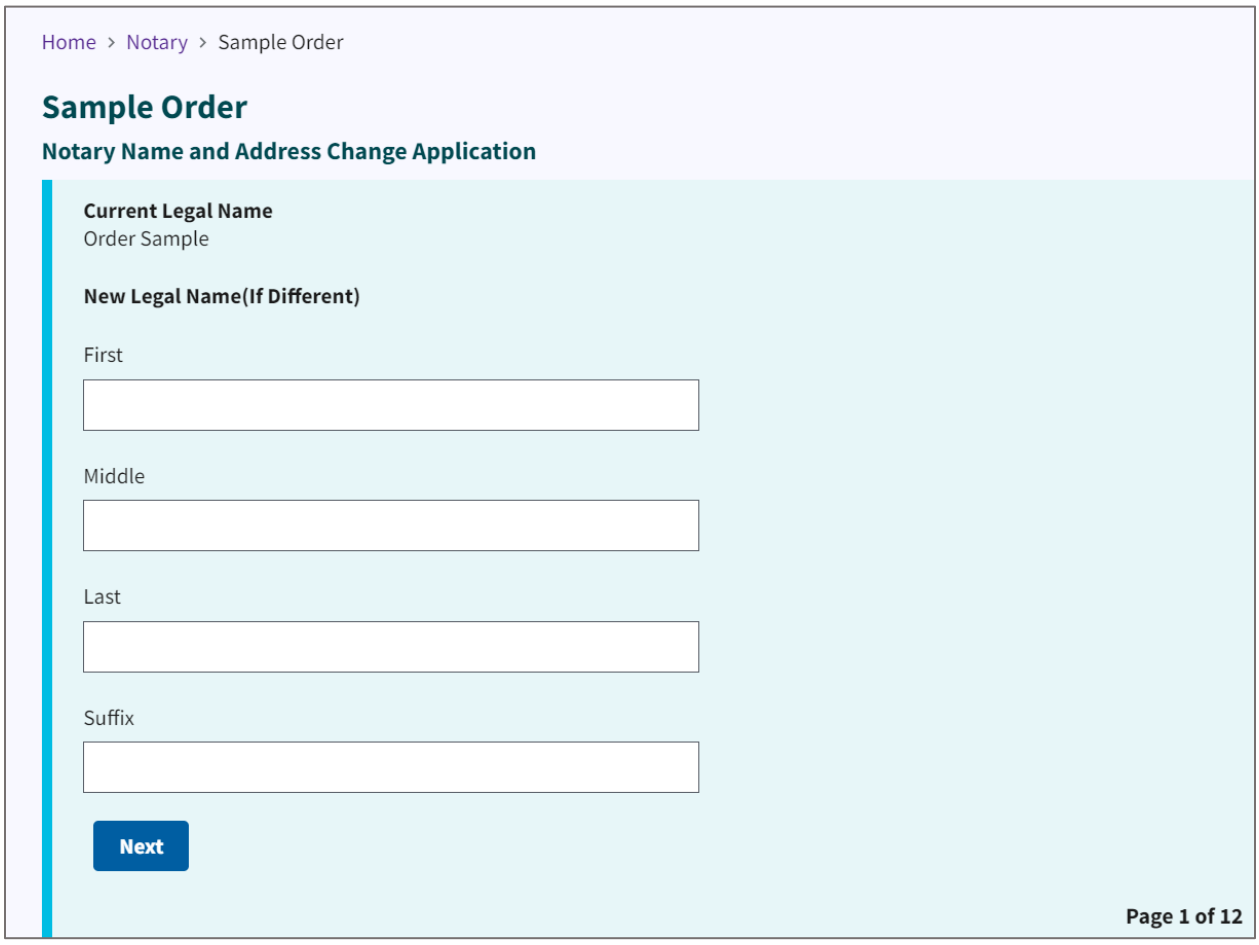


Figure 77. Full Legal Name entry fields

Click **Next**.

Enter the **Current Commission Name**.

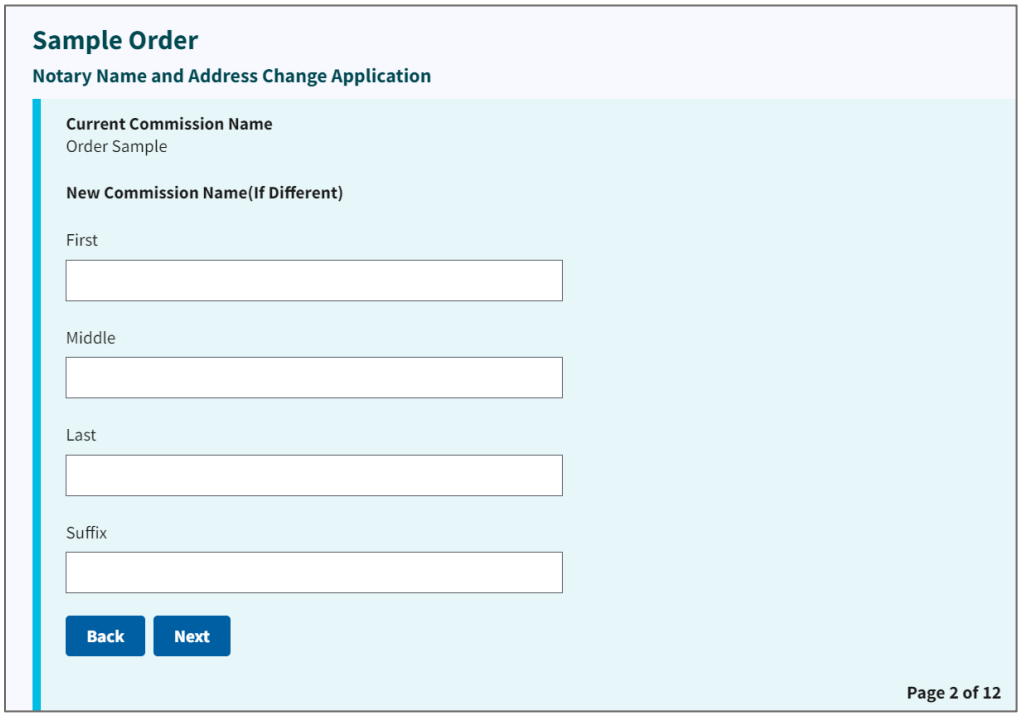


Figure 78. Current Commission Name entry fields

Click **Next**.

Enter the **gender**, **DOB**, and **SSN**.

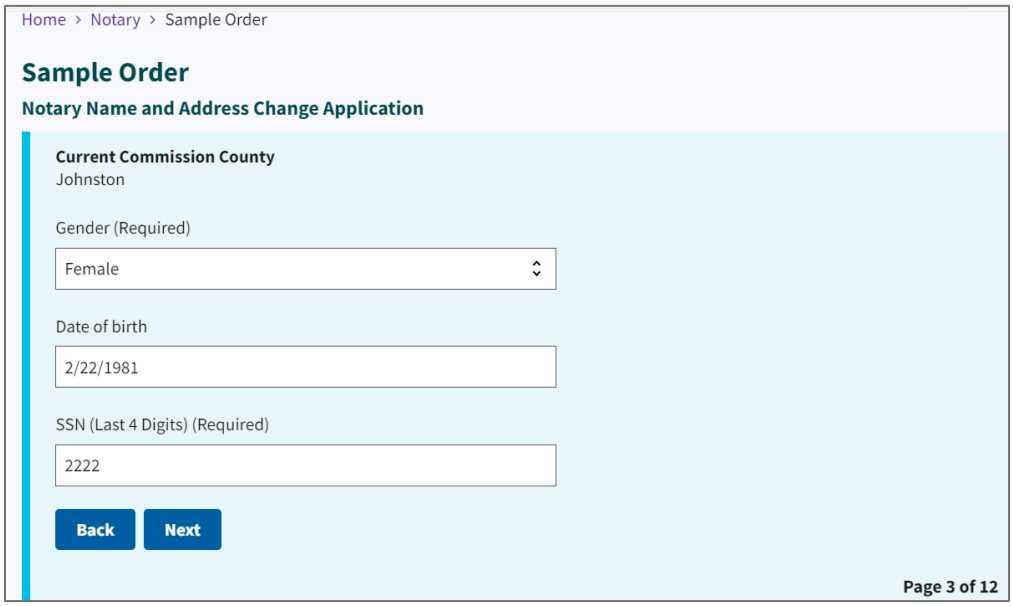


Figure 79. Gender, DOB, and SSN entry fields

Click **Next**.

Enter the **New Residential Address,** if different.

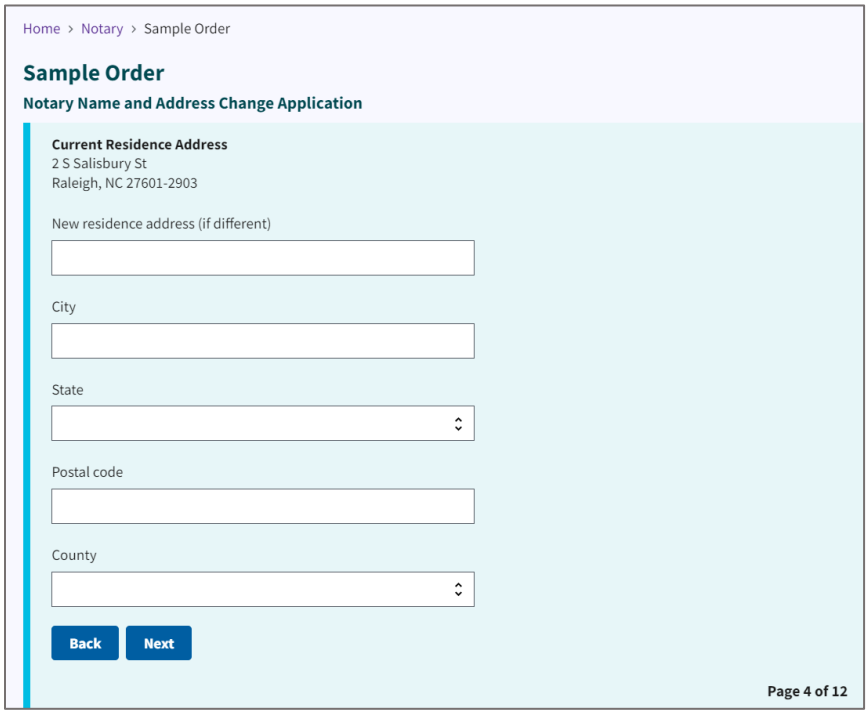


Figure 80. Current or New Residential Address entry fields

Click **Next**.

Enter the **Current Mailing Address**.

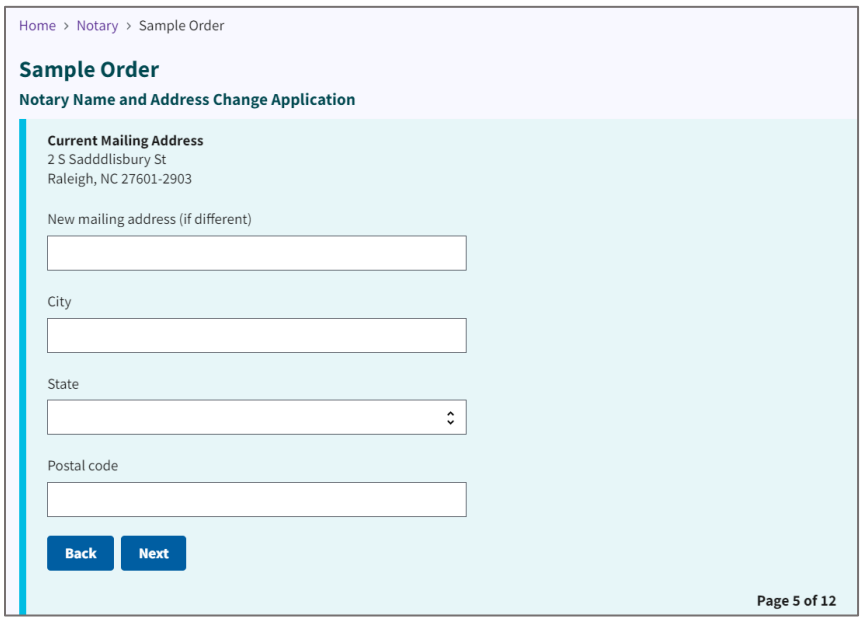


Figure 81. Current Mailing Address entry fields

Click **Next**.

Enter the **New Business/Employer Name** (if different).

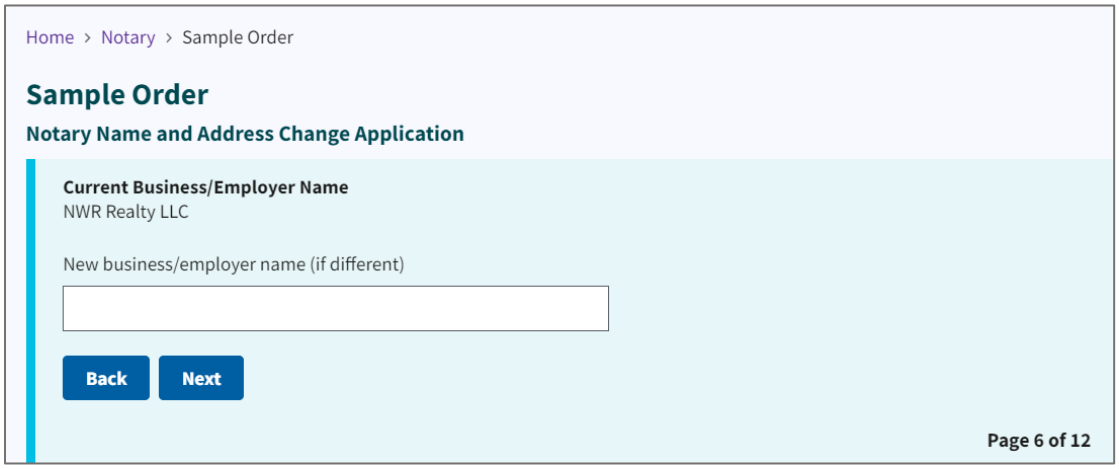


Figure 82. Current or New Business/Employer Name entry fields

Click **Next**.

Enter the **Current or New Business Address**.

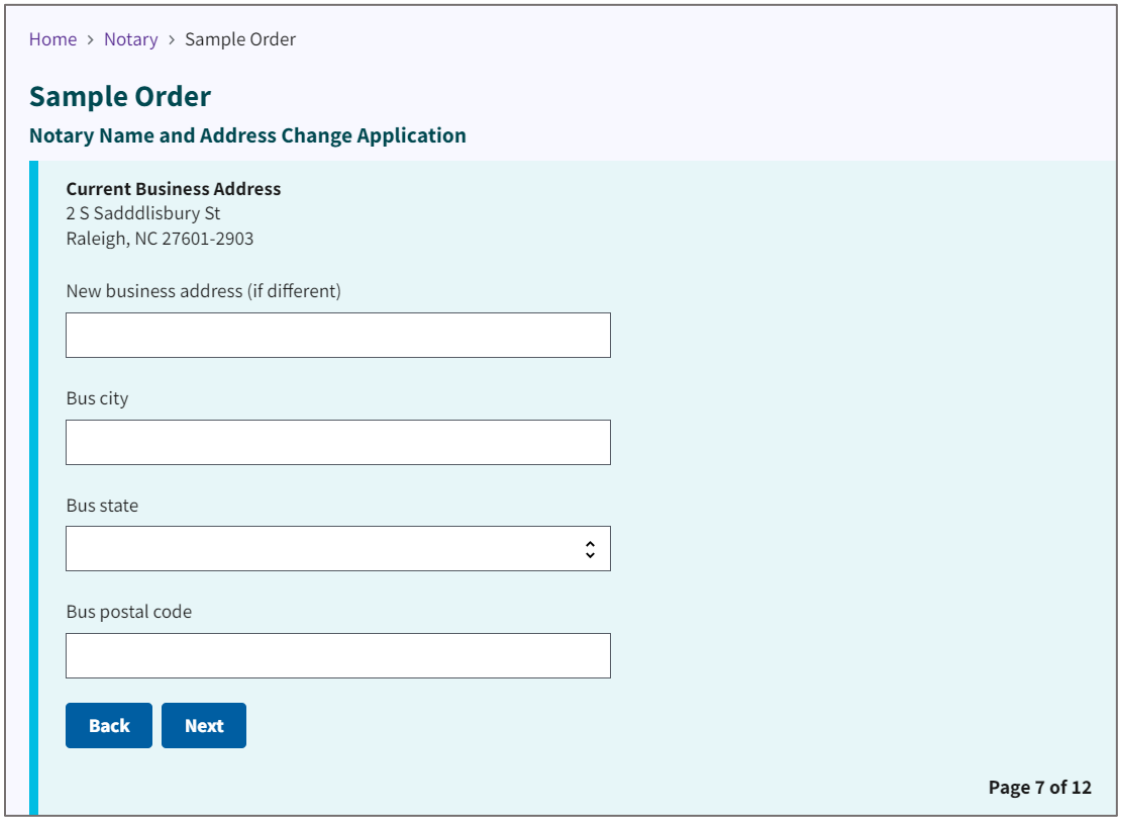


Figure 83. Current or new business address entry fields

Click **Next**.

Enter the **Current Email Address**.

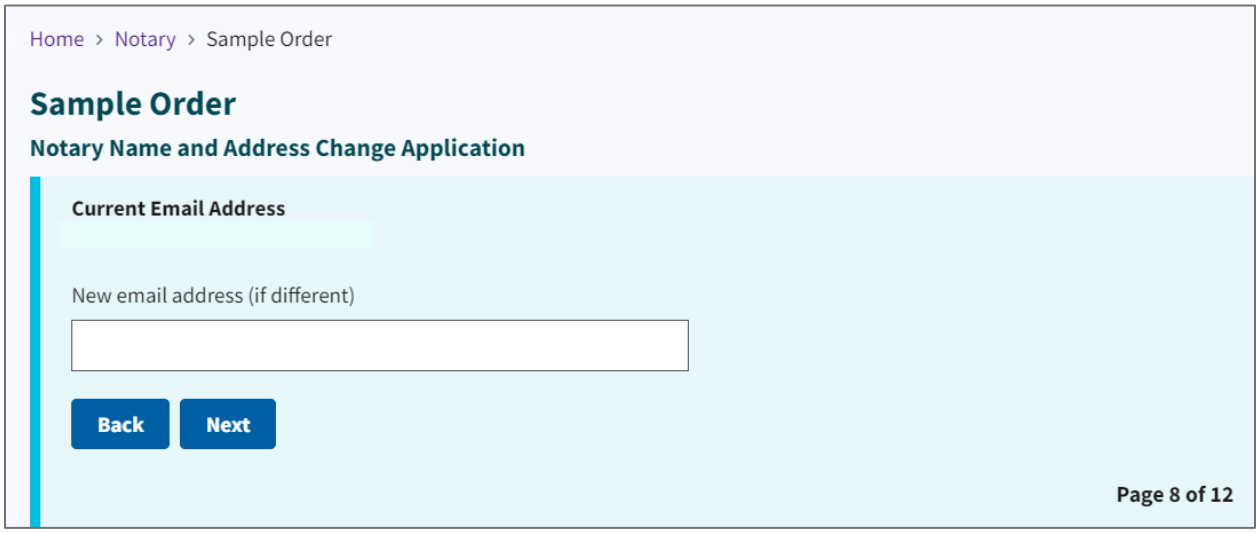


Figure 84. Current Email Address entry field

Click **Next**.

Enter the **Current Business Phone**.

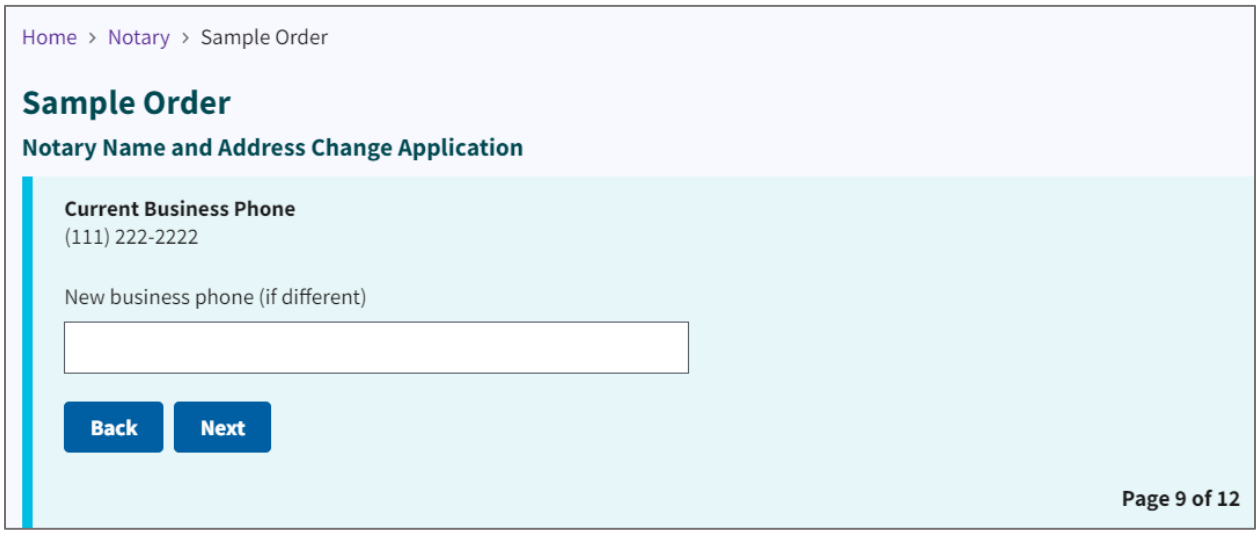


Figure 85. Current Business Phone entry field

Click **Next**.

Enter the **Current Home Phone**.

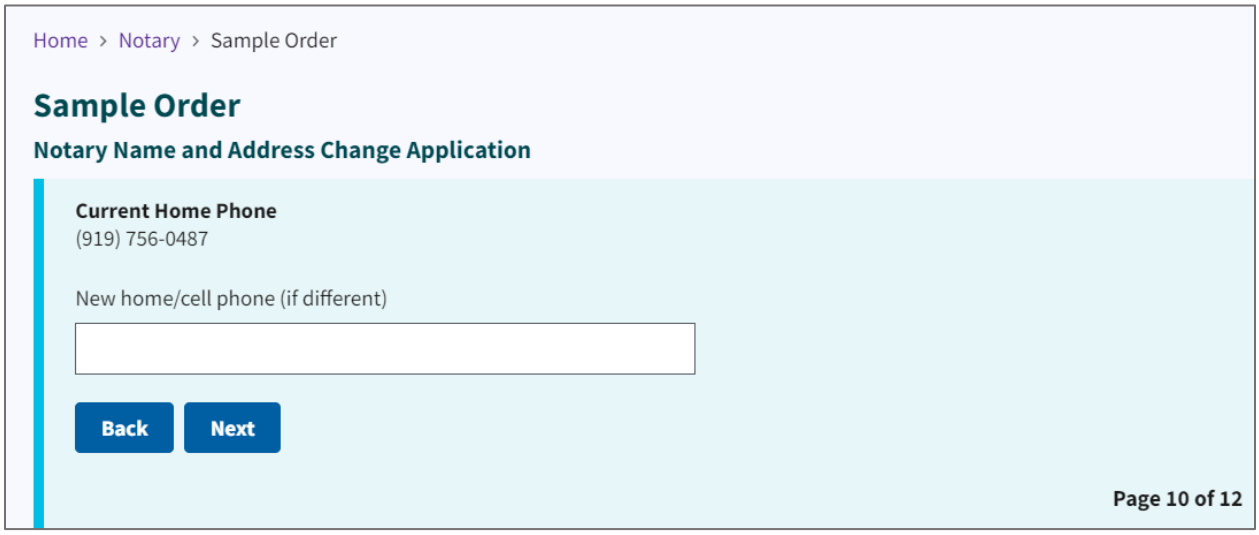


Figure 86. Current Home Phone entry field

Click **Next**.

Enter the **Current Fax Number**.

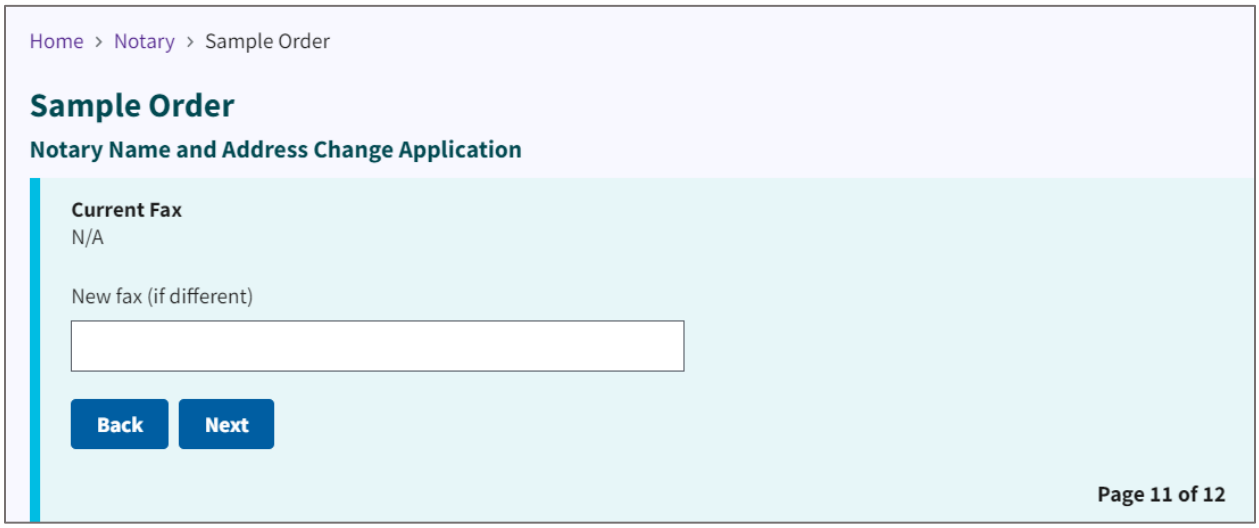


Figure 87. Current Fax Number

Click **Next**.

Review your updated information in the Preview Filing window.

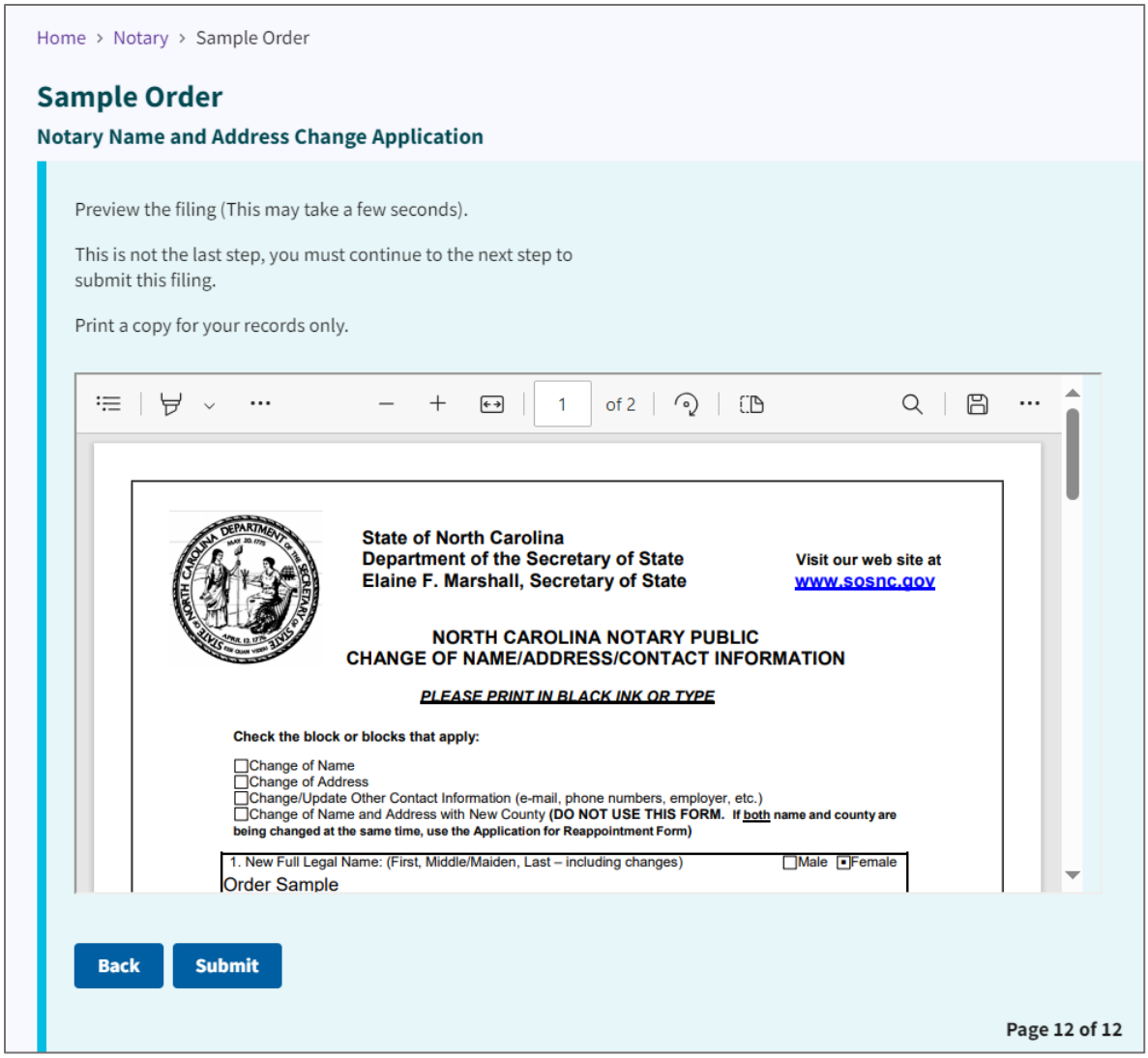


Figure 88. Preview Filing window

Click **Submit**.

A **Success** page confirms that your notary information has been updated.

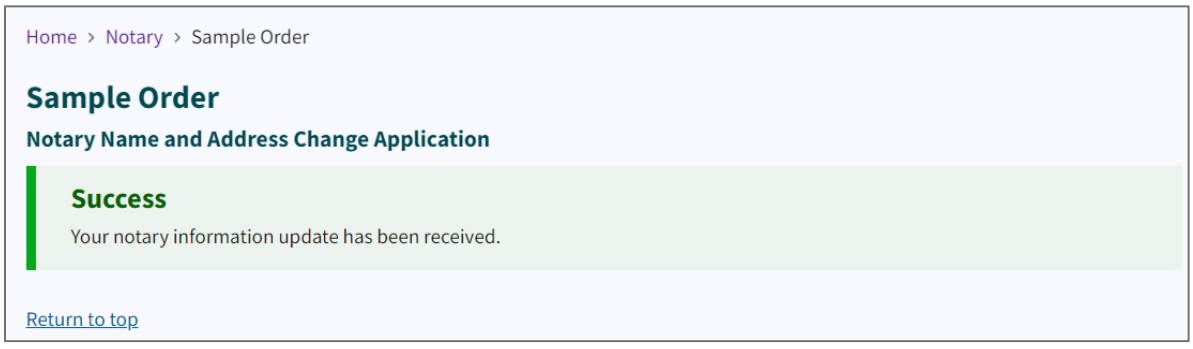


Figure 89. Success page

Frequently Asked Questions

Select **Frequently Asked Questions**.

Figure 90. A red arrow points to the "Frequently Asked Questions" link

The Frequently Asked Questions page has two groups of questions: **Electronic Notary** and **Notary**. See **Figure 91**.

Figure 91. Two groups of questions in an expandable accordion

Select the plus (+) sign at the end of the row for the group you wish to view.

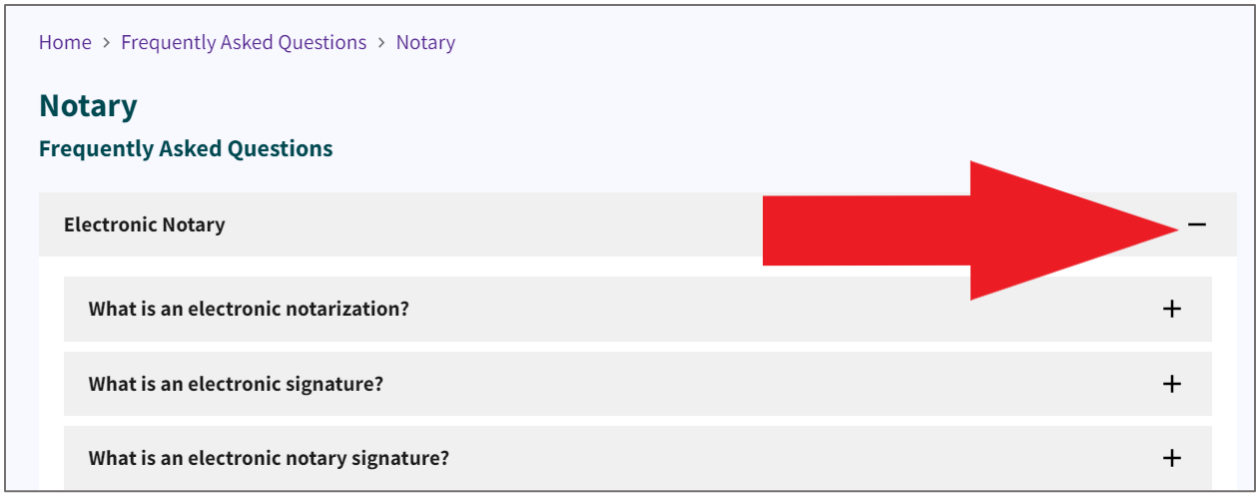


Figure 92. A red arrow points to an expanded tile of questions and answers

Electronic Notary

There are 22 sets of questions and answers for the Electronic Notary category.

Notary

There are 24 sets of questions and answers for the Notary category.

Click on the **plus (+) sign** beside each question to expand the tile, revealing the answer.

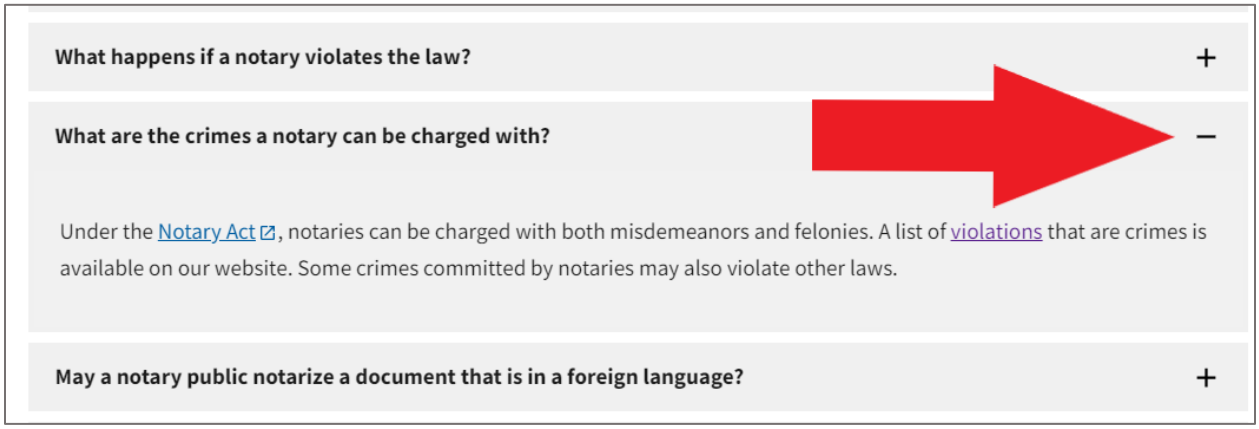


Figure 93. Expanded tile with the answer revealed

Notary/eNotary and E-Commerce Resources

Select **Notary/eNotary and eCommerce Resources**.

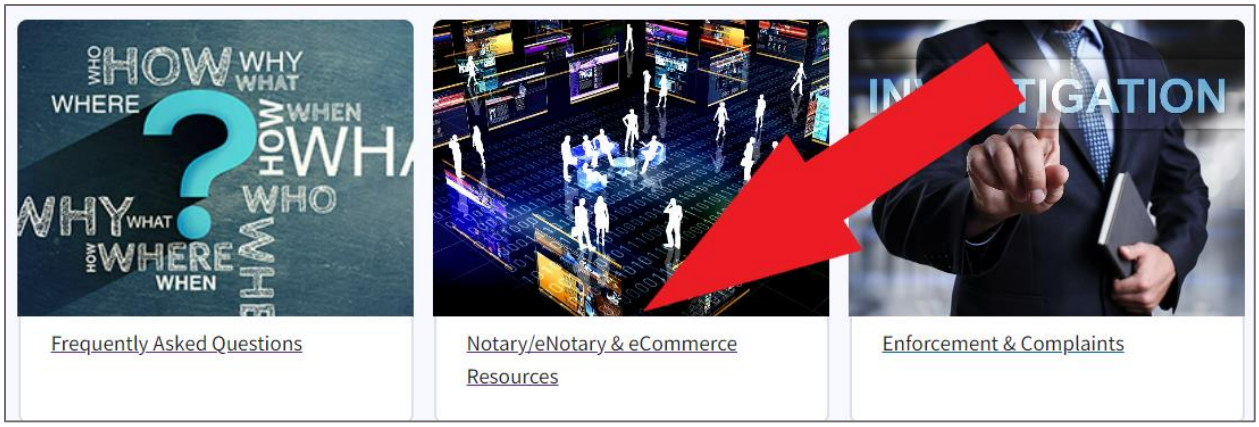


Figure 94. A red arrow points to the "Notary/eNotary and eCommerce Resources" link

The Notary Resources page has helpful links and downloadable PDFs.

You can purchase a Notary Manuals by selecting the link at the top "Purchase a North Carolina Notary Public Manual (PDF).

Figure 95. Notary/eNotary and eCommerce Resources page

Enforcement and Complaints

Select **Enforcement and Complaints**.

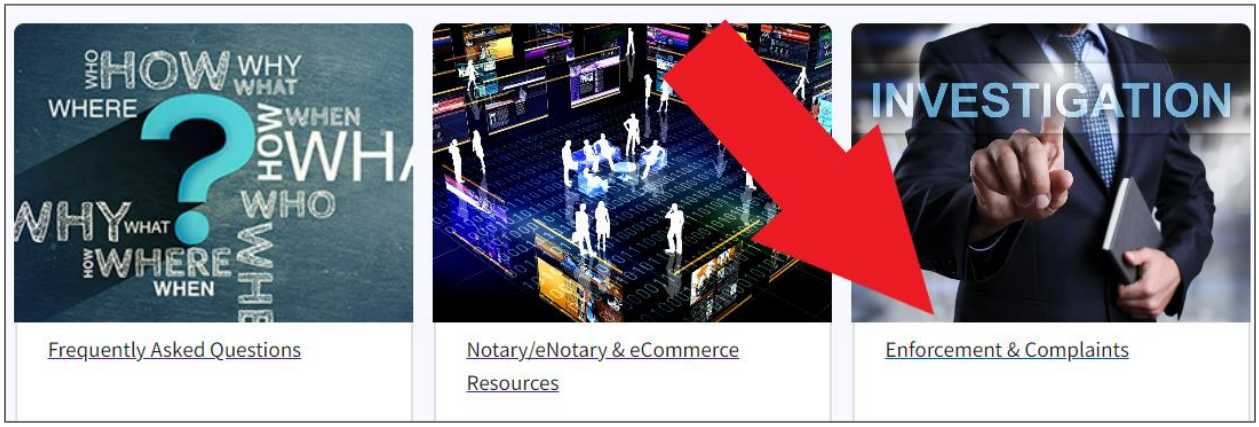


Figure 96. A red arrow points to the "Enforcement and Complaints" link

This link takes you to the **Enforcement and Complaints** page.

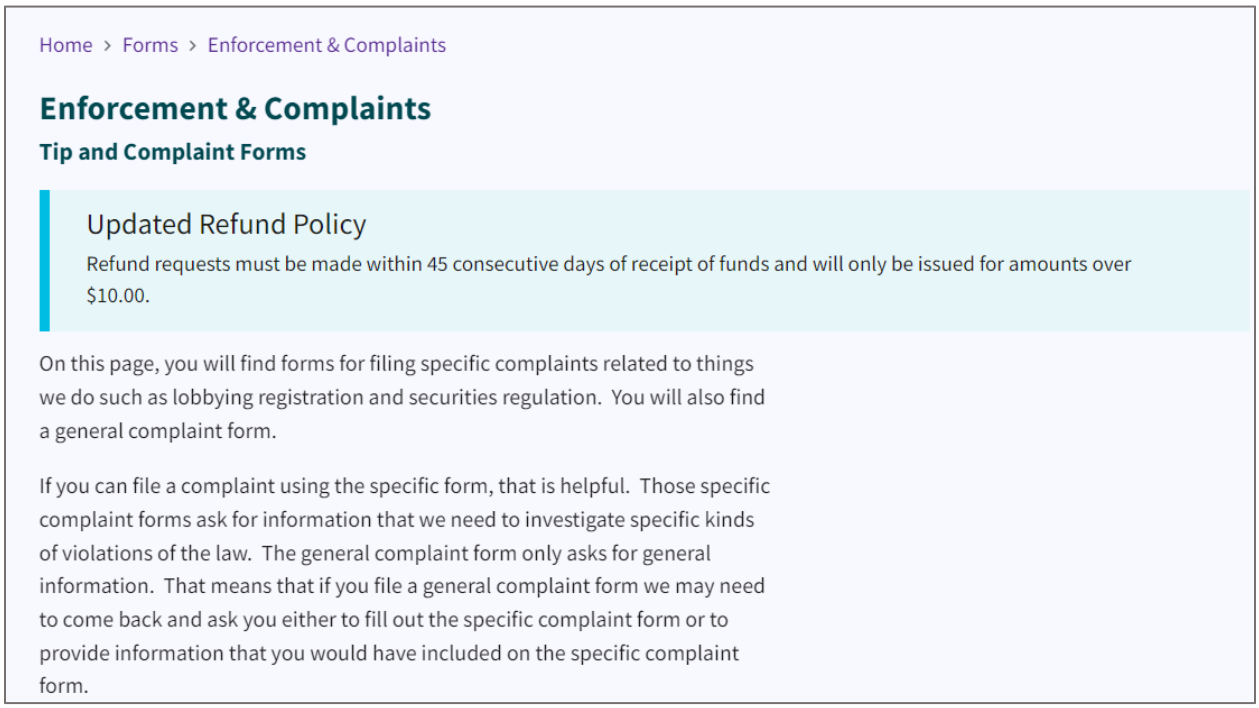


Figure 97. Enforcement and Complaints page

On this page, you will find forms for filing specific complaints related to things we do such as lobbying registration and securities regulation. You will also find a general complaint form.

If you can file a complaint using the specific form, that is helpful. Those specific complaint forms ask for information that we need to investigate specific kinds of violations of the law. The general complaint form only asks for general information. That means that if you file

a general complaint form we may need to come back and ask you either to fill out the specific complaint form or to provide information that you would have included on the specific complaint form.

Before filing a general complaint with us, you may want to review our "We Don't Do That" and "Where Can I Find Help?" pages. There are things we do not regulate or administer because we have not been authorized by the General Assembly to do them. In many instances, other government and non-governmental agencies may be able to help you when we cannot help you.

At the bottom of the page, there are categories of forms listed in an accordion.

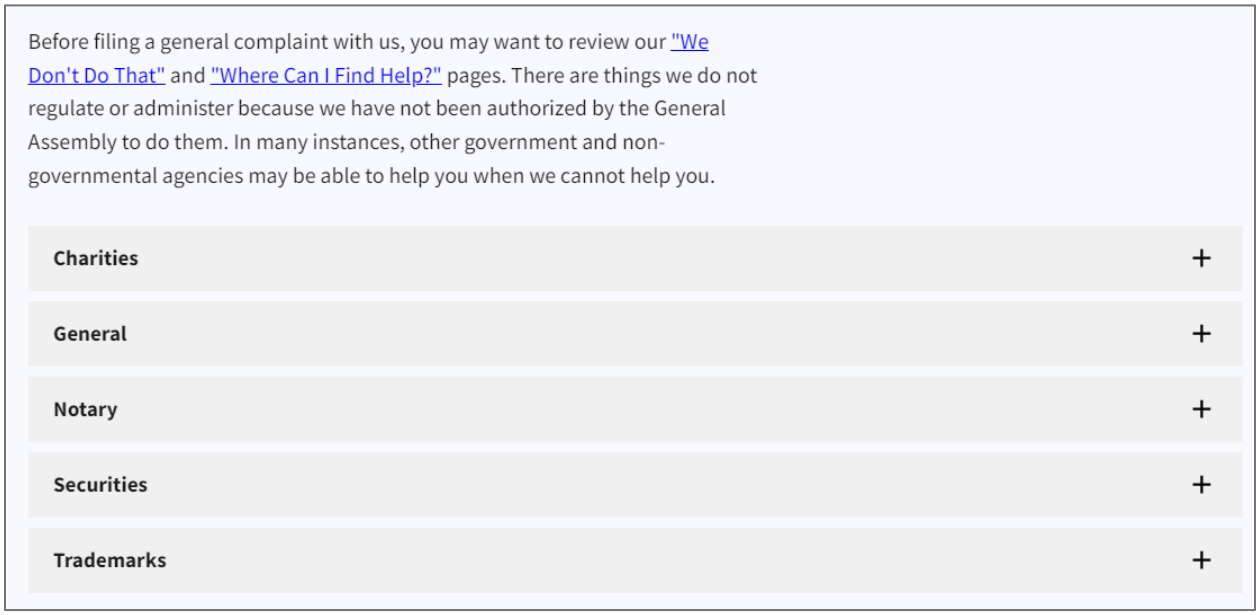


Figure 98. Accordion of forms

Click on the **plus sign (+)** to expand the tile for each category.

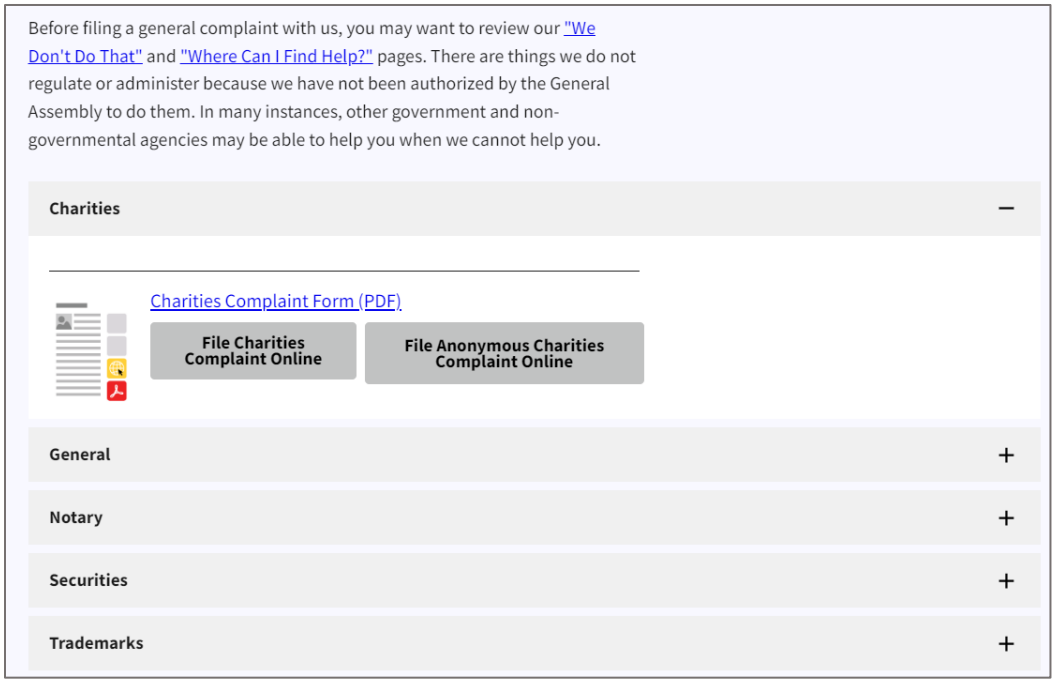


Figure 99. Complaint Forms for Charities category

You can download the complaint form by selecting the PDF link, or you can file directly online by selecting the file online buttons. See **Figure 100**.

For this example, we selected the Notary category and clicked "File Anonymous Charities Complaint Online."

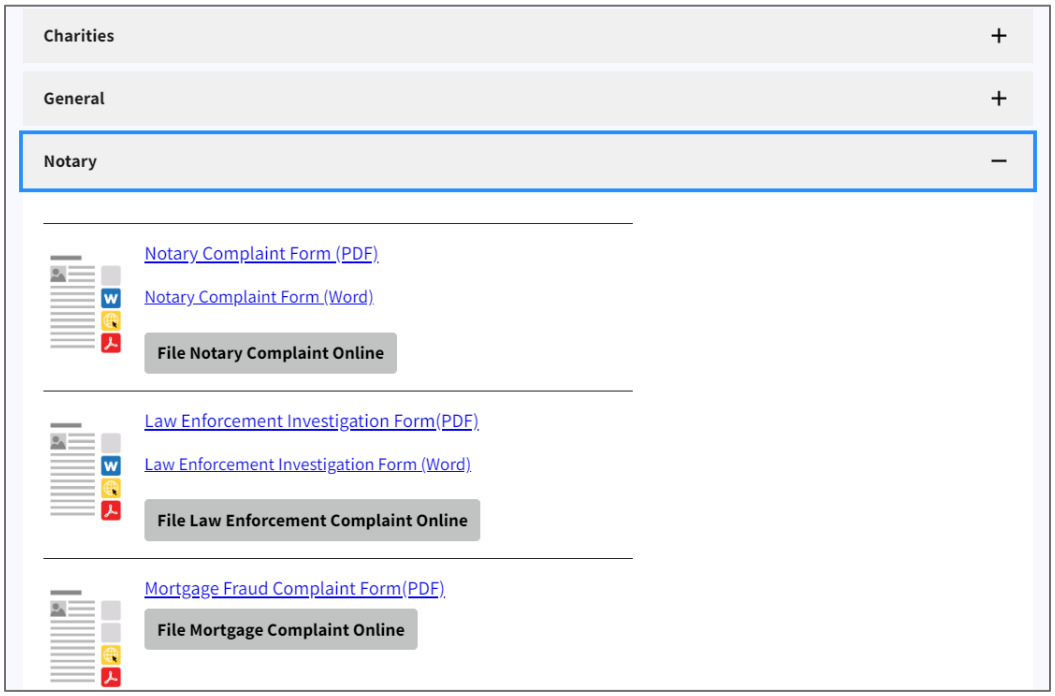


Figure 100. File online (directly) buttons under the Notary category

Select **File Notary Complaint Online**.

Click **Start Filing**.

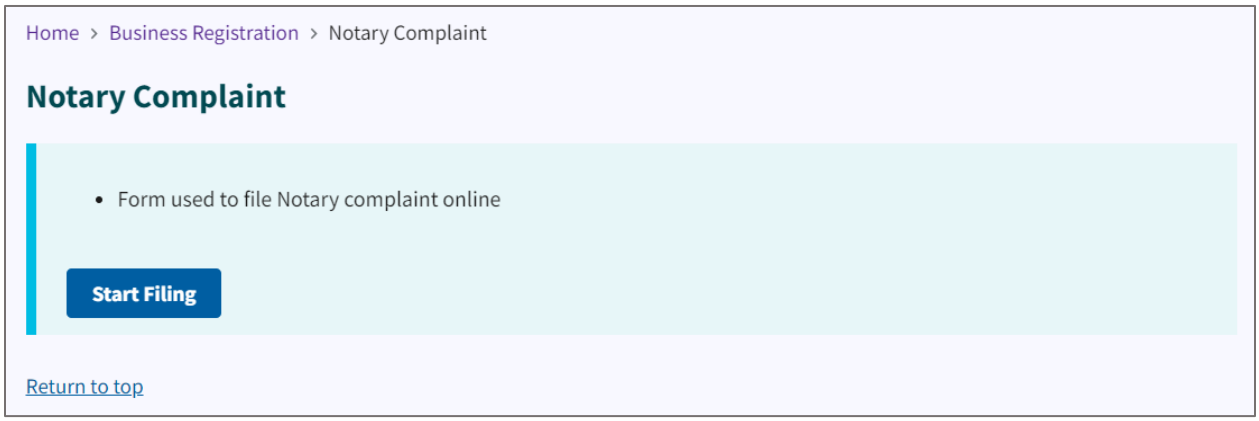


Figure 101. Start Filing button

This is the beginning of the complaint filing process. Follow the prompts on each screen until completion. You will receive a confirmation email at the end of the process.

Statutes

Select **Statutes**.

Figure 102. A red arrow points to the "Statutes" link

This link takes you to the **Statutory Authority** page.

Figure 103. Statutory Authority page

On this page, you find all of the North Carolina laws that apply to the N.C. Secretary of State.

Administrative Code (PDF)

Select **Administrative Code**.

Figure 104. A red arrow points to the "Administrative Code (PDF)" link

This takes you to the PDF copy of the N.C. Administrative Code.

18 NCAC 07 Rules in Effect July 1, 2024 (**Old** rules are in **blue**; new **RENA** rules are in **black**).
Note: Separately listed are other previously-approved rules now before the Rules Review Commission June 26, 2024 for a decision on the Department's request to delay the effective date for rules currently scheduled to be effective July 1.

SUBCHAPTER 07B – GENERAL REQUIREMENTS

SECTION .0100 – GENERAL PROVISIONS

18 NCAC 07B .0101 SCOPE
The rules in this Subchapter implement Chapter 10B of the General Statutes. The rules govern:
(1) the qualification, commissioning, notarial acts, conduct, and discipline of notaries public as public officers of the State;
(2) the qualification, certification, and discipline of certified notary instructors; and
(3) the qualification, approval or licensing, conduct, and discipline of technology providers.

History Note: *Authority G.S. 10B-4; 10B-14(f); 10B-106; 10B-125(b); 10B-126; 10B-134.15; 10B-134.17; 10B-134.19; 10B-134.21; 10B-134.23;*
Eff. April 1, 2007;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December 6, 2016;
Amended Eff. July 1, 2024.

Figure 105. N.C. Administrative Code in PDF file format

Register of Deeds Services Access

Select **Register of Deeds Services Access**.

Figure 106. A red arrow points to the "Register of Deeds Access" link

This takes you to the Register of Deeds page.

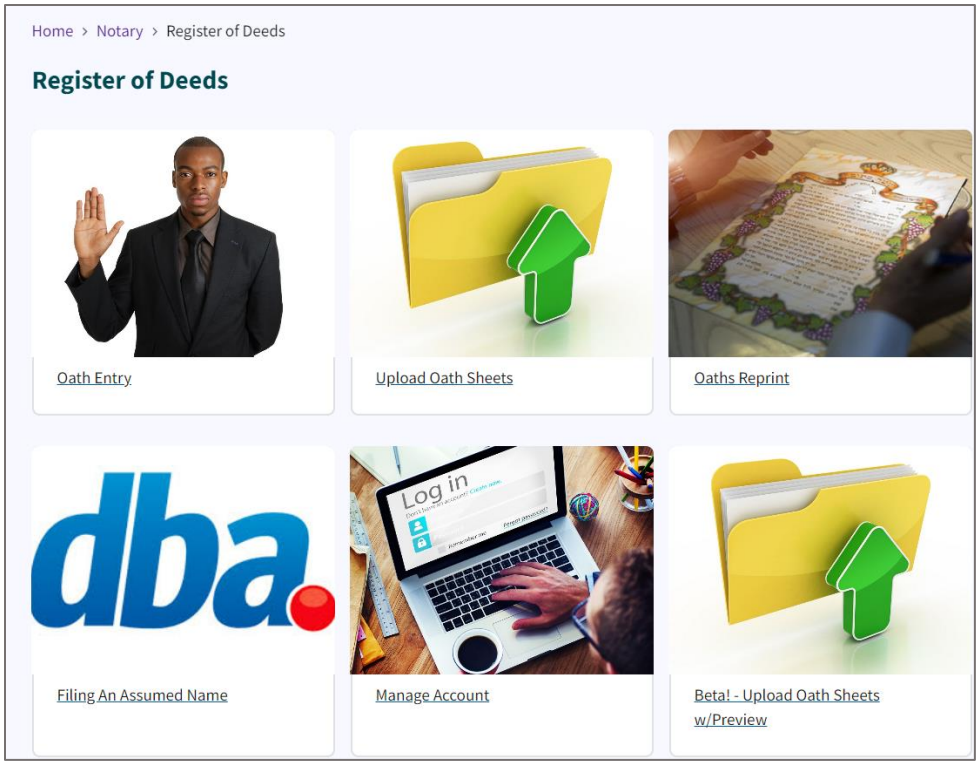


Figure 107. Register of Deeds page

This page has 6 box links under the Browse Register of Deeds section.

The box links are:

- Oath Entry
- Upload Oath Sheets
- Oaths Reprint
- Filing an Assumed Name
- Manage My Account
- Beta! Upload Oath Sheets with Preview

Oath Entry

Click **Oath Entry**.

This takes you to the **Oaths Waiting** page.

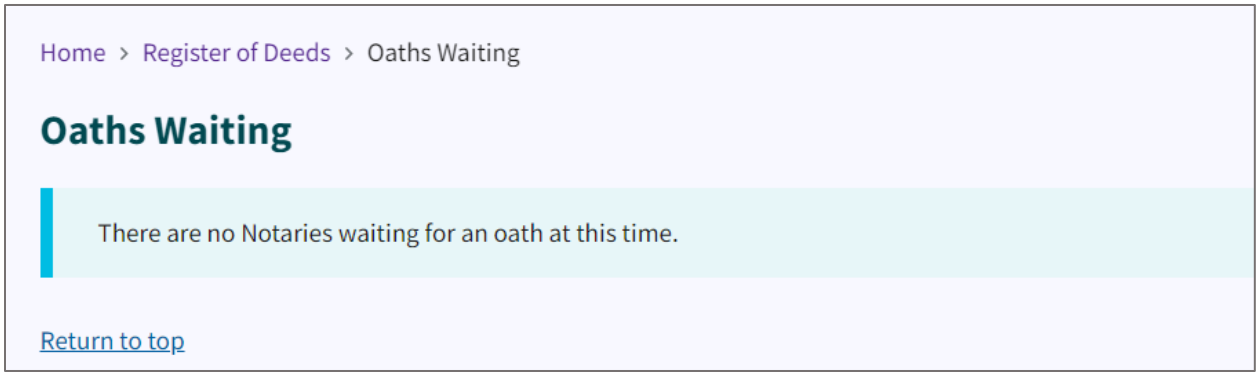


Figure 108. Oaths Waiting page

A current listing of notaries with oaths waiting will show on this page.

Upload Oath Sheets

Click the **Upload Oath Sheets** link.

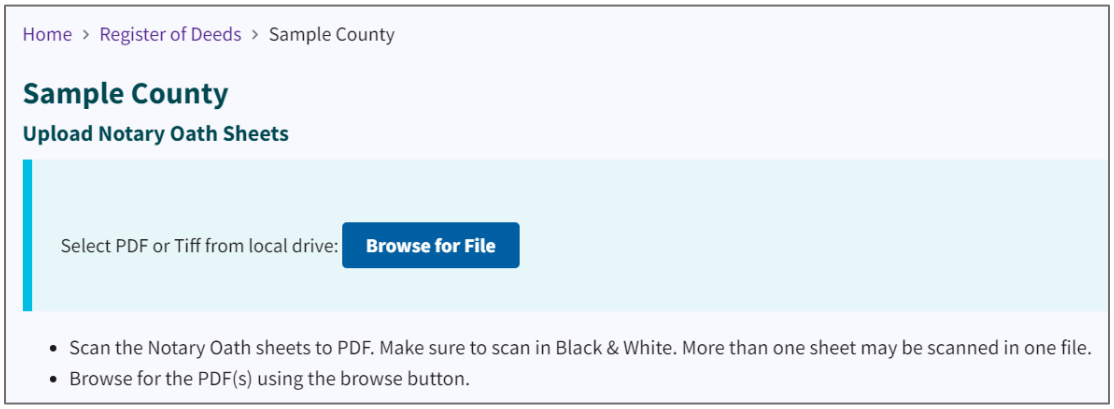


Figure 109. Upload Oath Sheets page

This page has instruction for uploading oath sheets and a **Browse for File** button for uploading purposes.

The instructions are:

- Scan the Notary Oath sheets to PDF. Make sure to scan in Black & White. More than one sheet may be scanned in one file.
- Browse for the PDF(s) using the browse button.

Oaths Reprint

Click **Oaths Reprint**.

This page has a list of notaries currently waiting for an oath.

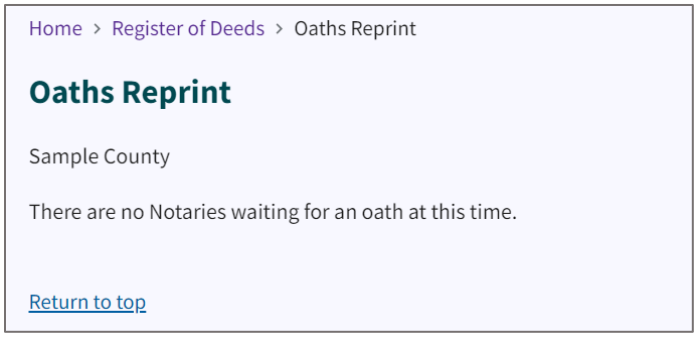


Figure 110. Oaths Reprint page

Filing an Assumed Name

On the **Filing an Assumed Name** page, you can add the assumed name and enter your real information.

The Assumed Business Names section has five box image links:

- Amendment Filing
- Administrative Correction Filing
- Initial Filing
- Withdrawal Filing
- Search

Figure 111. Add assumed business name

Amendment Filing

Select **Amendment Filing**.

Enter the **Secretary of State Identification Number (SOSID)**.

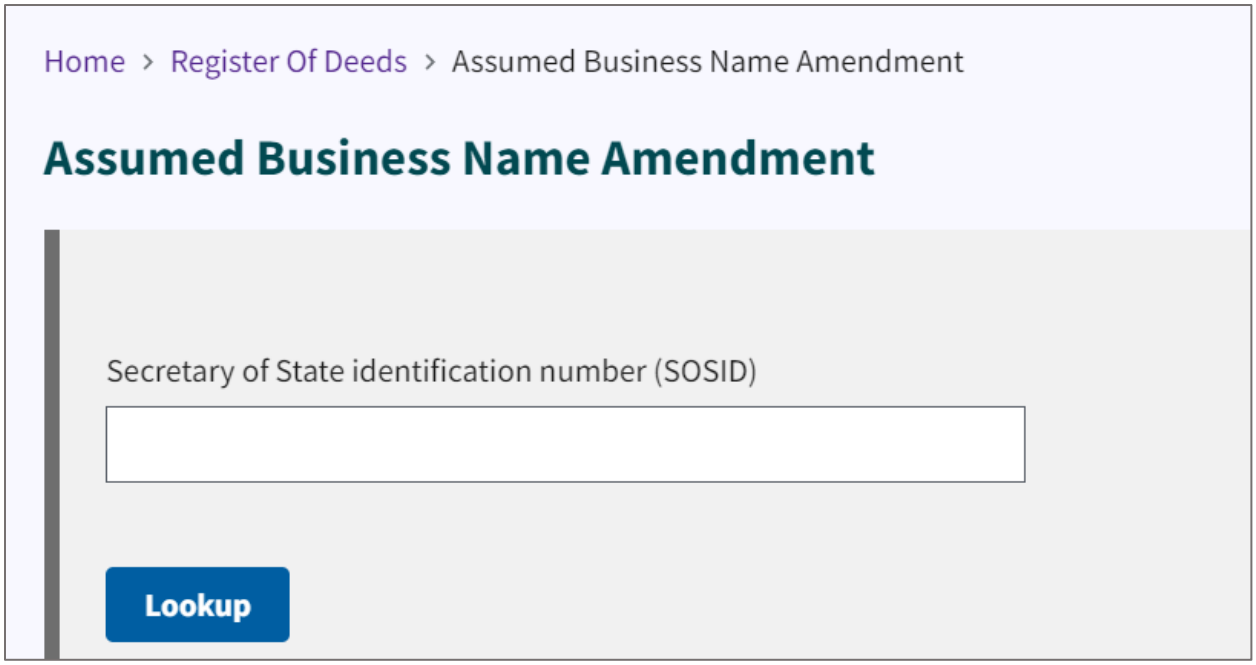


Figure 112. SOSID entry field

Click **Lookup**.

Enter the **new assumed business name**.

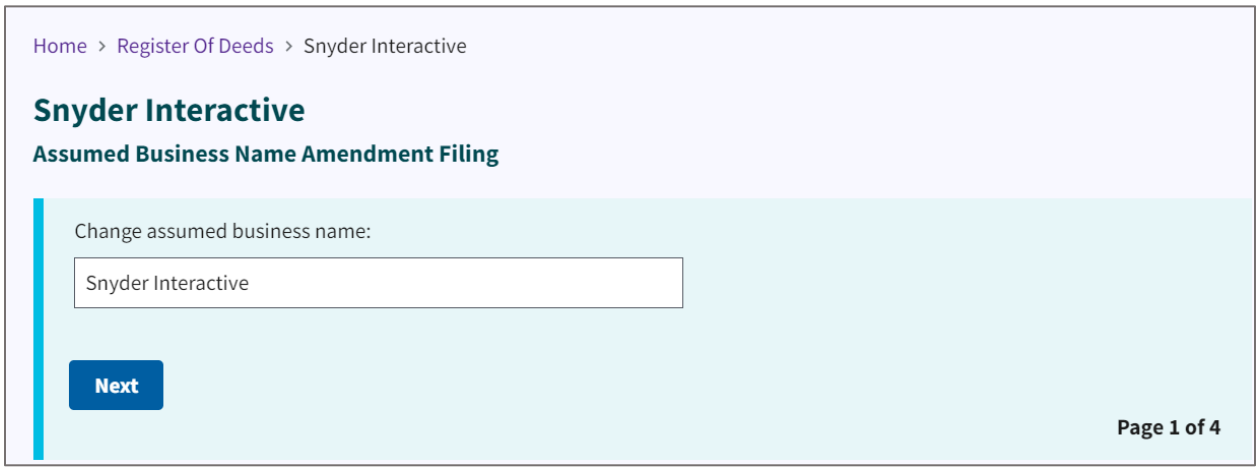


Figure 113. Change assumed business name entry field

Click **Next**.

Now, enter the real name of the person engaging in business under the assumed business name. Click **Add**.

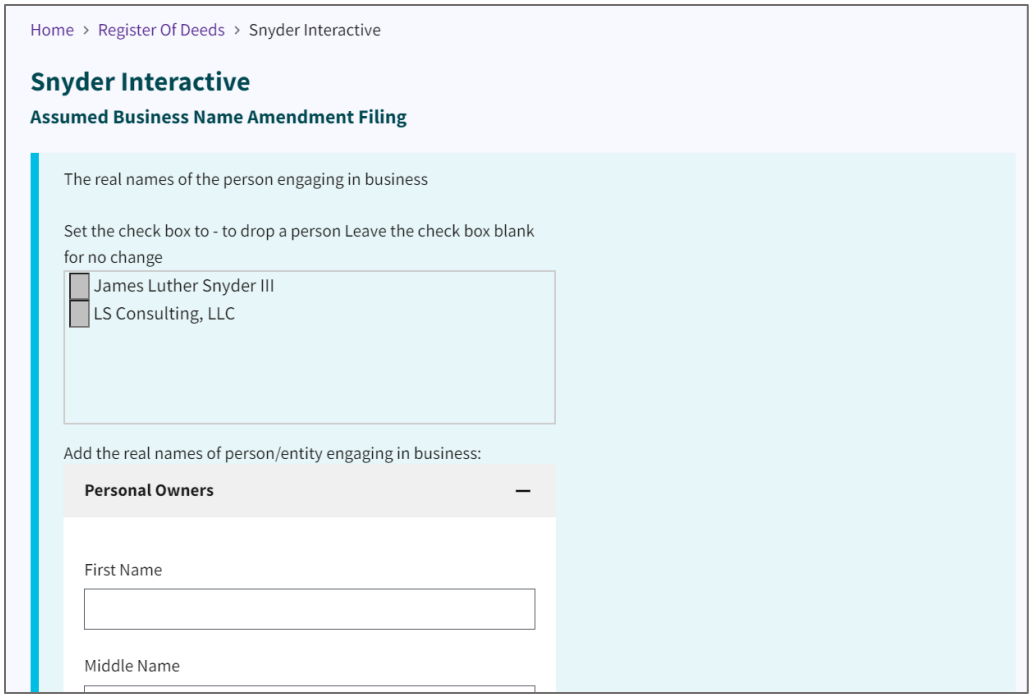


Figure 114. Enter real name of person engaging in business under assumed name

Click **Next**.

Select the **county**.

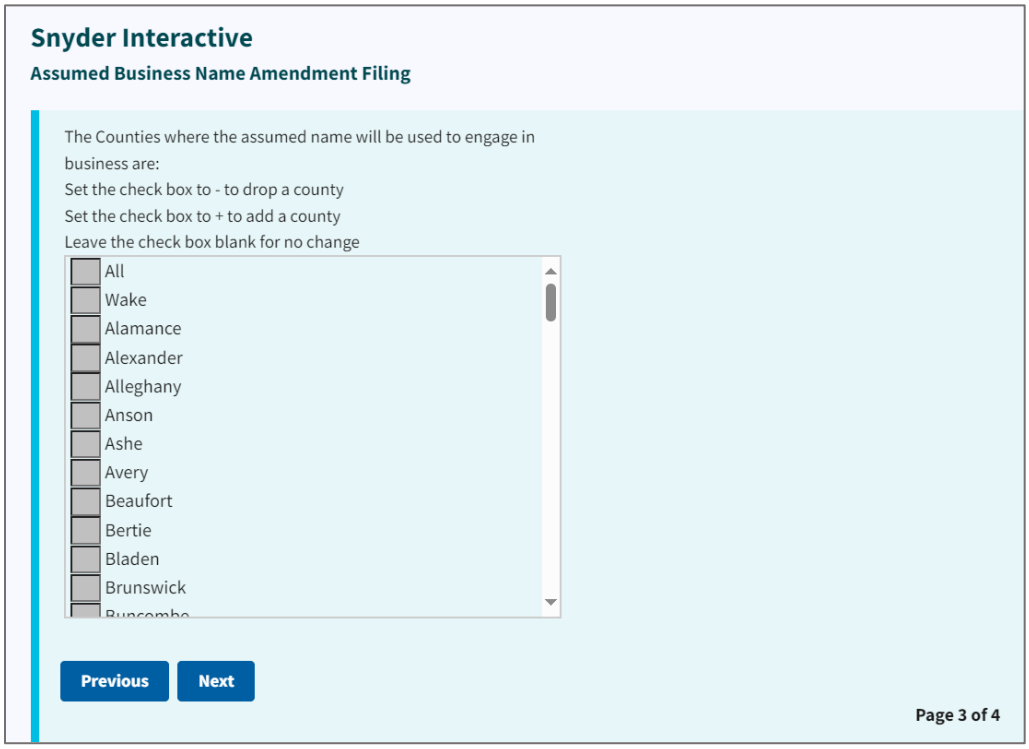


Figure 115. Select a county and attach an image

Select the “Browse for Attachment” link to attach a PDF.

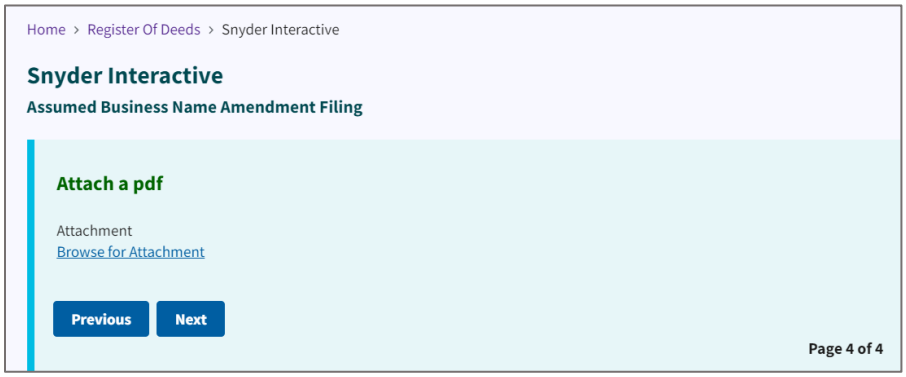


Figure 116. Attach a PDF page

Click **Next**.

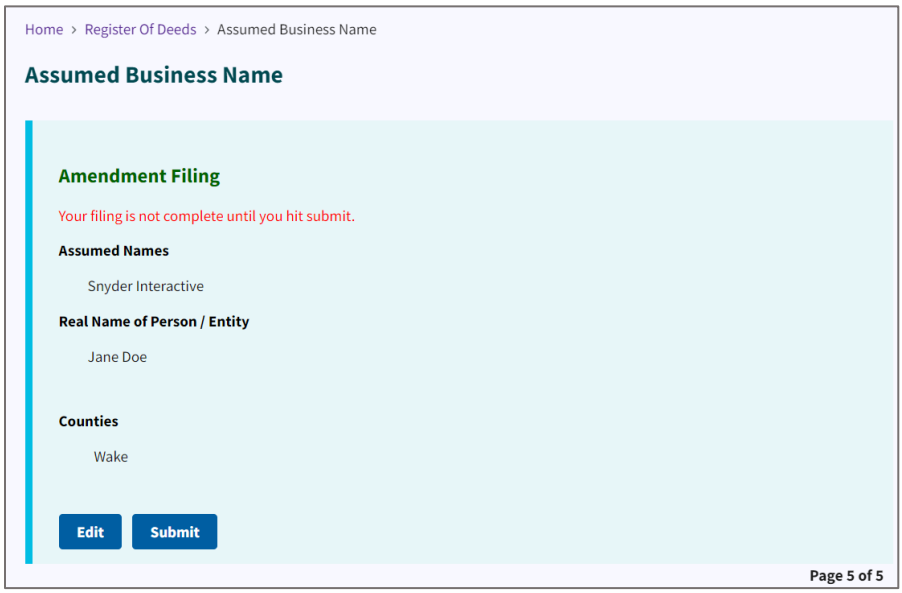


Figure 117. Amendment Filing preview page

Click **Submit**.

Figure 118. Success page

Administrative Correction Filing

Select **Administrative Correction Filing**.

Enter the **Secretary of State Identification Number (SOSID)**.

Figure 119. SOSID entry field

Enter the **new assumed business name**.

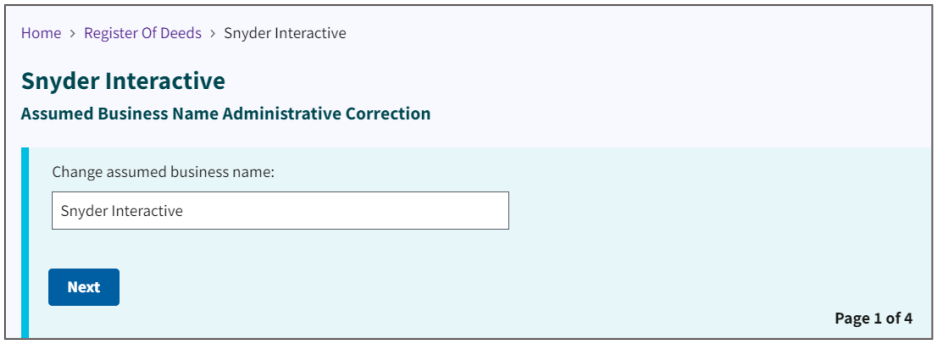


Figure 120. Change assumed business name entry field

Click **Next**.

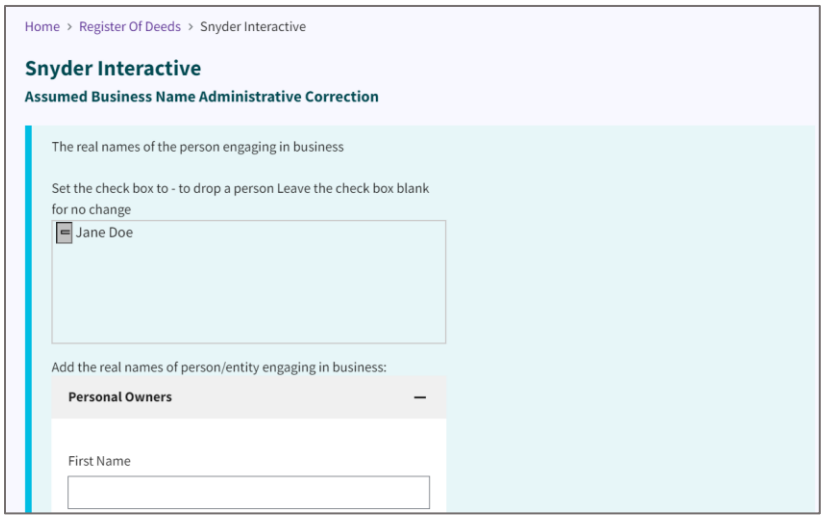


Figure 121. Real Names entry fields

Select the **Counties**.

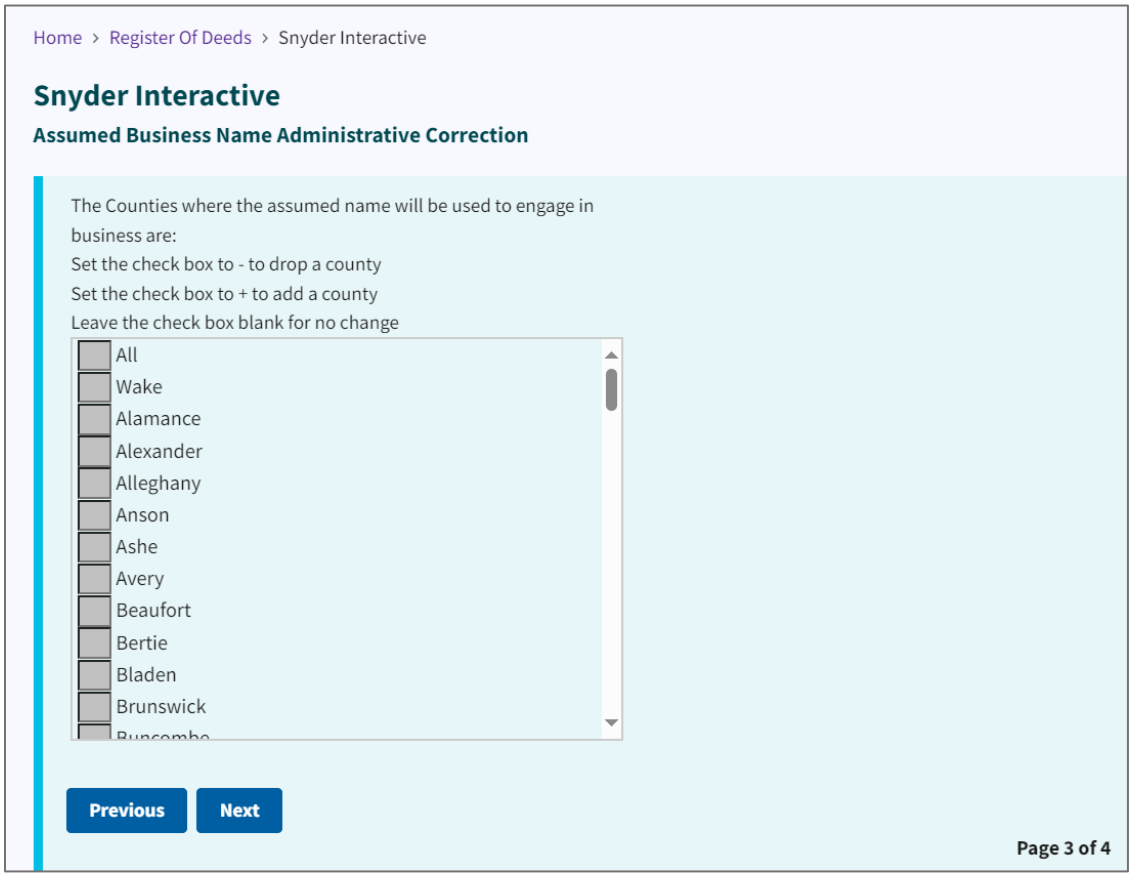


Figure 122. Counties checkboxes

Click **Next**.

Select the "Browse for Attachment" link to attach a PDF.

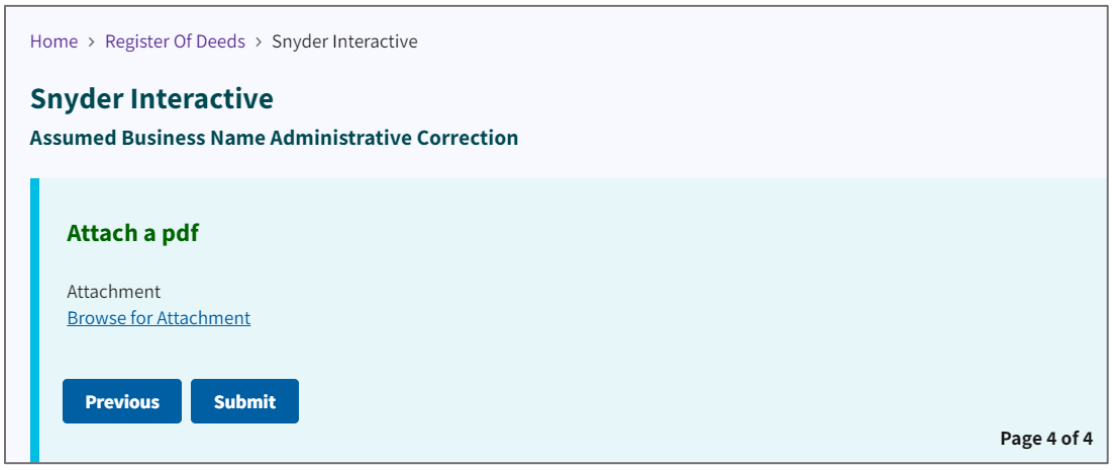


Figure 123. Attach a PDF page

Click **Submit**.

Review your administrative correction to make sure it is correct.

If it is not correct, click **Edit** and make the adjustments needed.

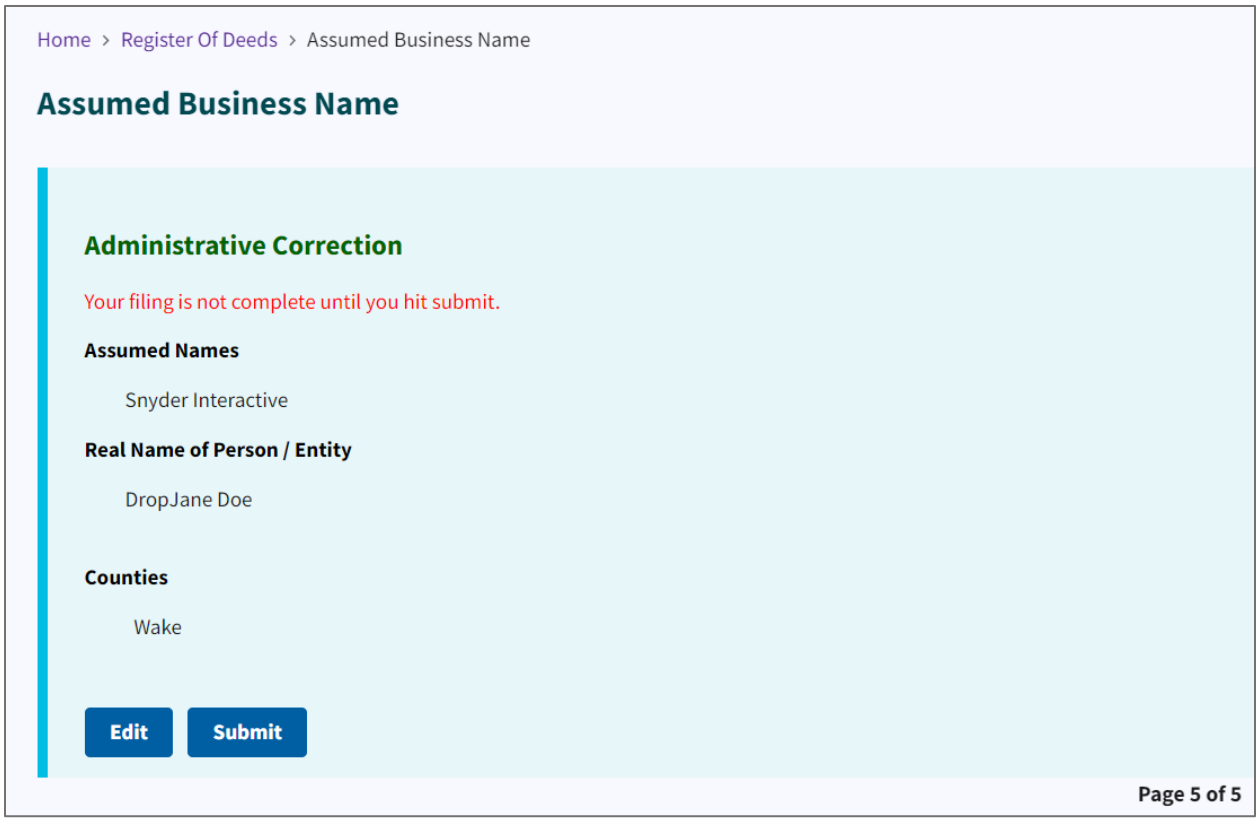


Figure 124. Preview page

If the filing is correct, click **Submit**.

A **Success** page confirms that your filing was successfully submitted.

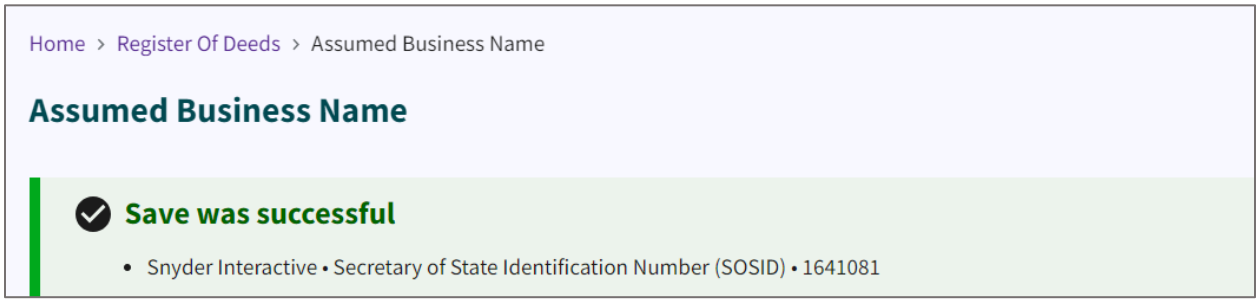


Figure 125. Success page

Initial Filing

Select **Initial Filing**.

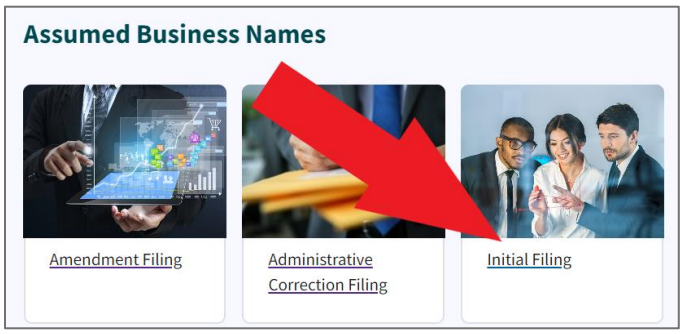


Figure 126. A red arrow points to the "Initial Filing" link

Enter the **Assumed Name**.

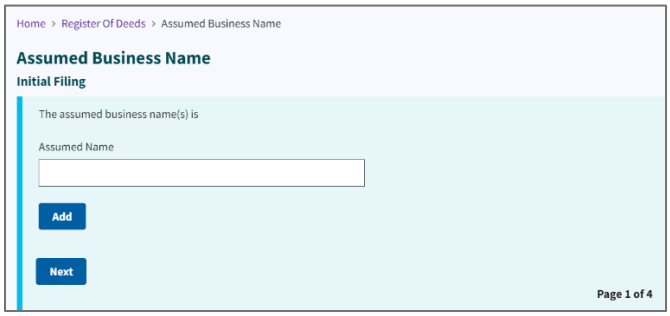


Figure 127. Assumed Name entry field

Click **Add**.

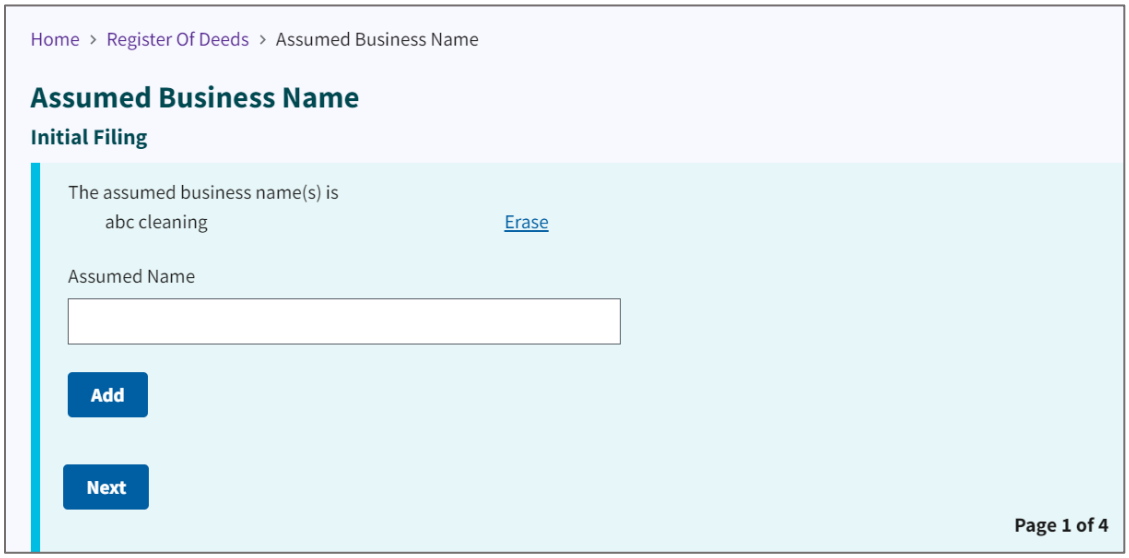


Figure 128. Assumed Name entry field with "Add" button

Click **Next**.

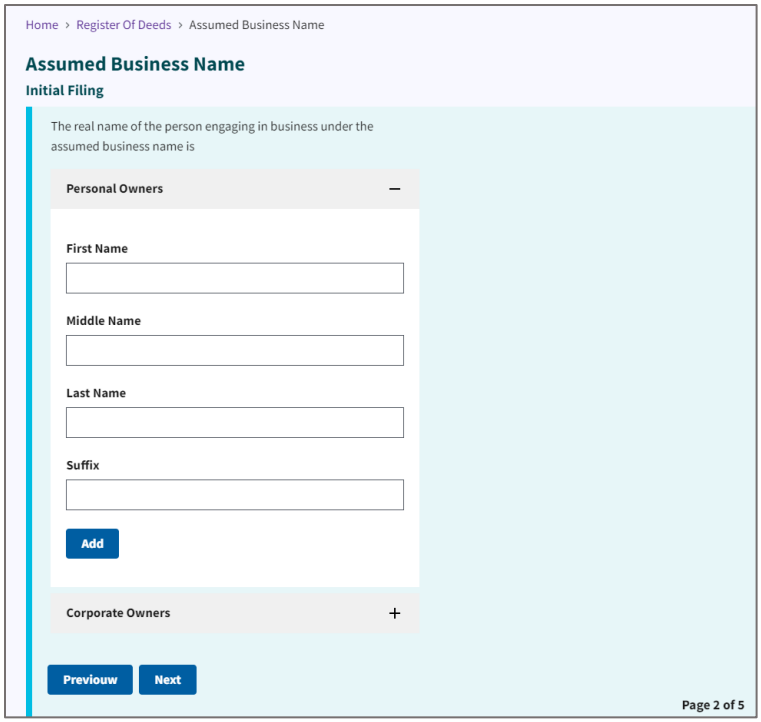


Figure 129. Owners names entry fields

Click **Add**.

Click **Next**.

Select the **Counties**.

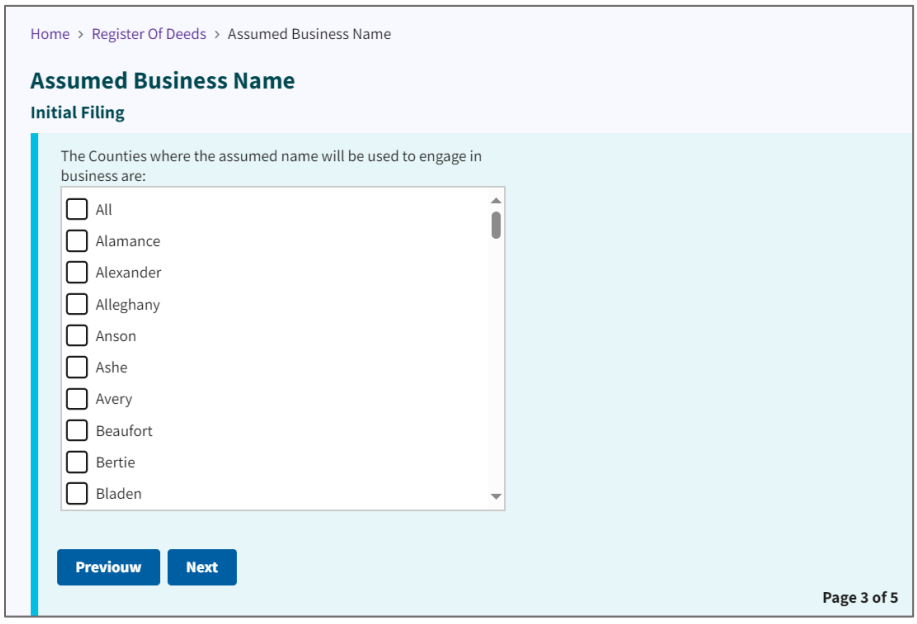


Figure 130. Counties checkboxes

Click **Next**.

Attach you document as a PDF by selecting the “Browse for Attachment” link.

Figure 131. Attach a PDF page

Click **Next**.

Preview the initial filing. See **Figure 132**.

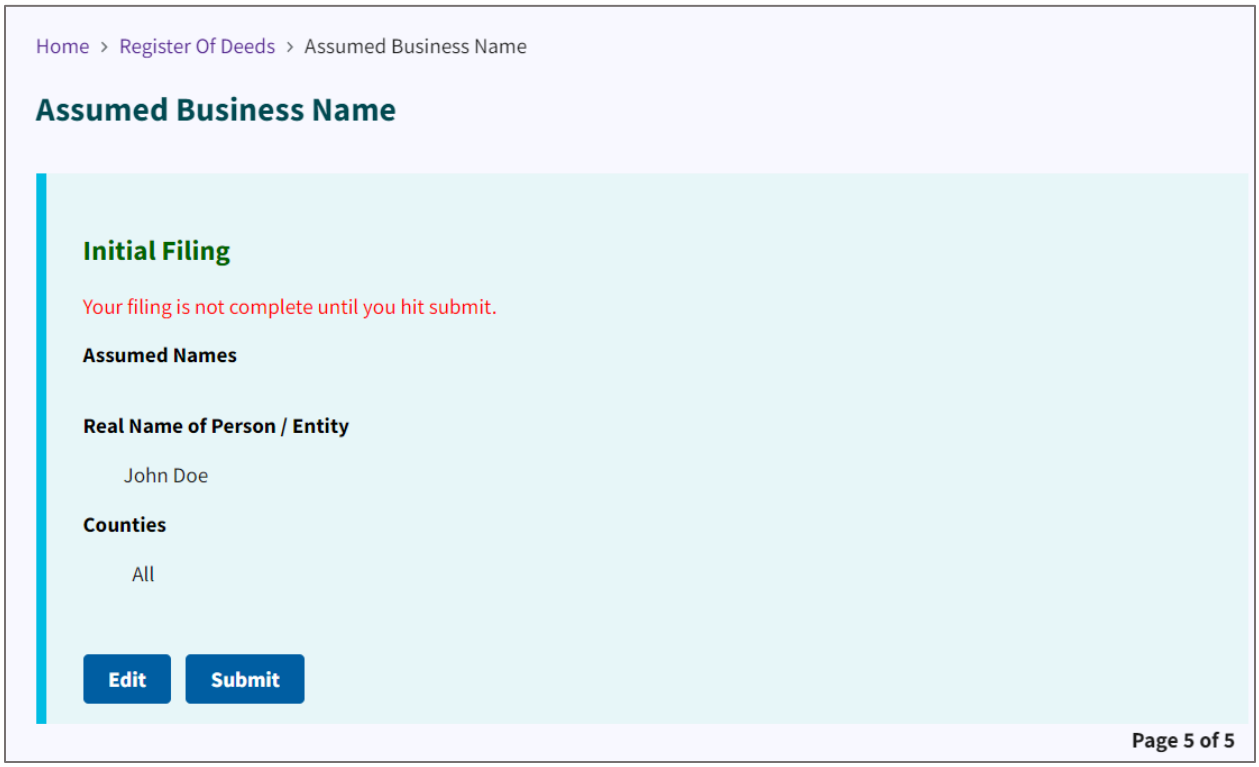


Figure 132. Preview of initial filing

Click **Submit**.

A Success page displays the message “Save was successful.”

Figure 133. Success page

Withdrawal Filing

Select **Withdrawal Filing**.

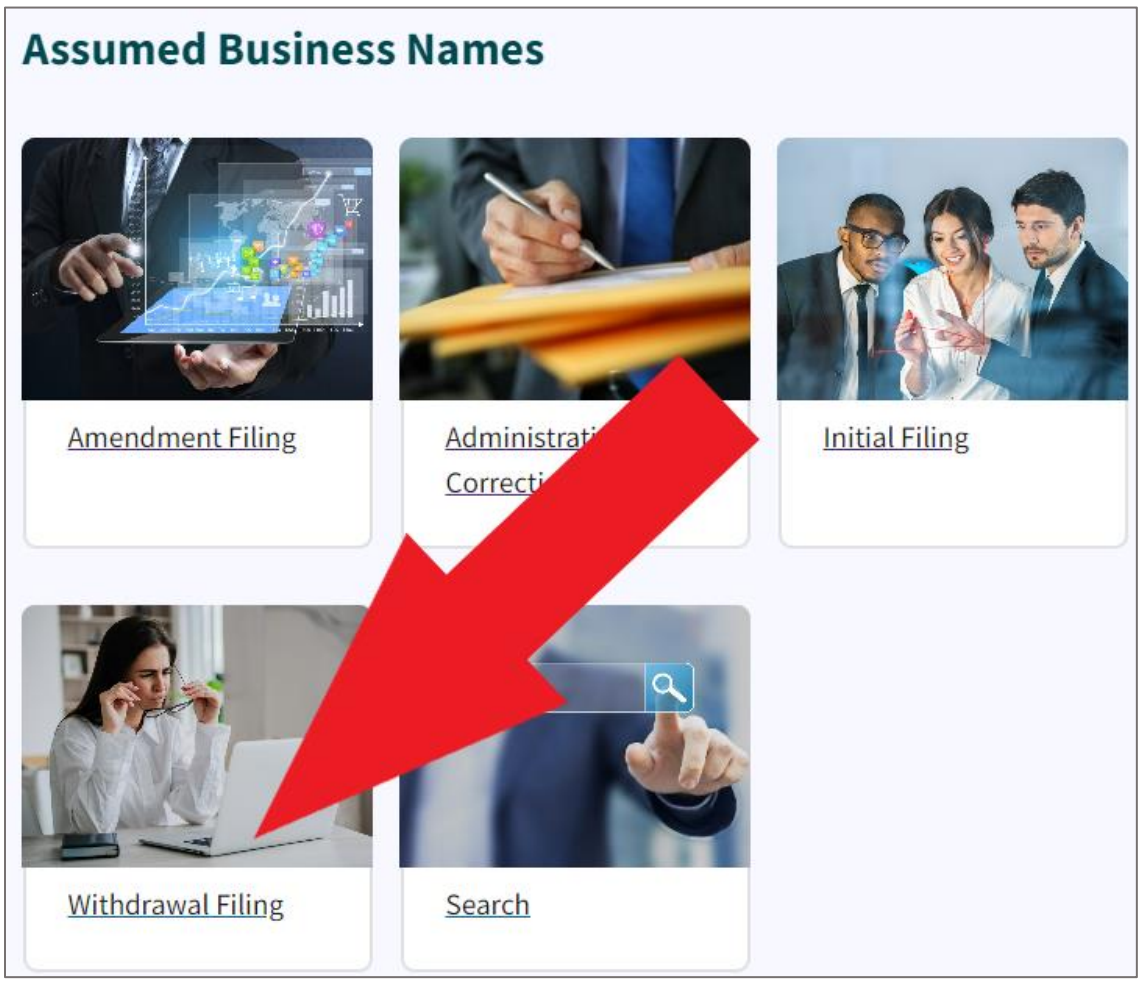


Figure 134. A red arrow points to the "Withdrawal Filing" link

Enter the **SOSID**.

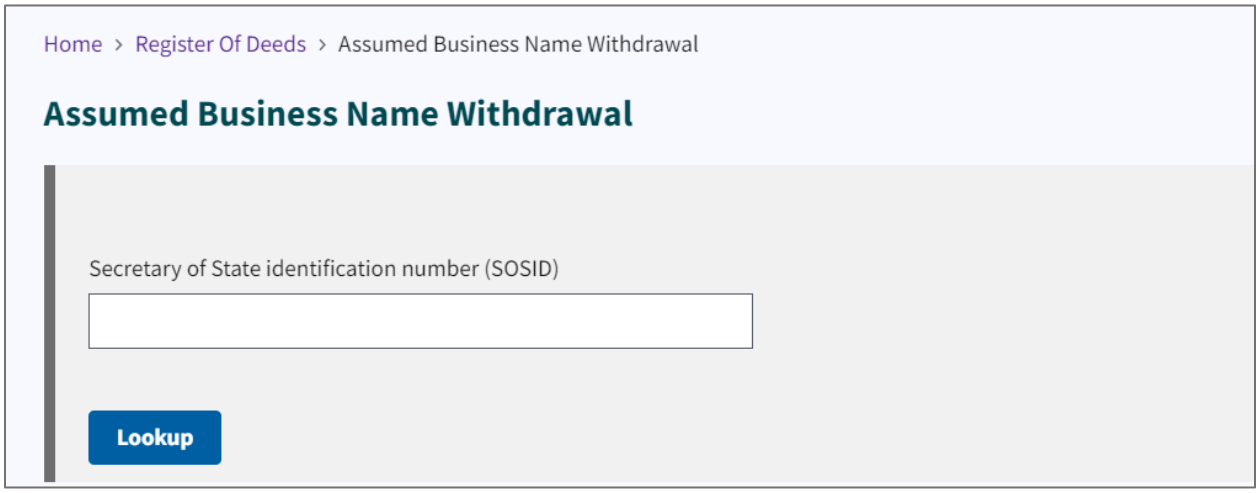


Figure 135. SOSID entry field

Click **Lookup**.

Follow the prompts that follow for the withdrawal process.

Manage My Account

Select **Manage My Account**.

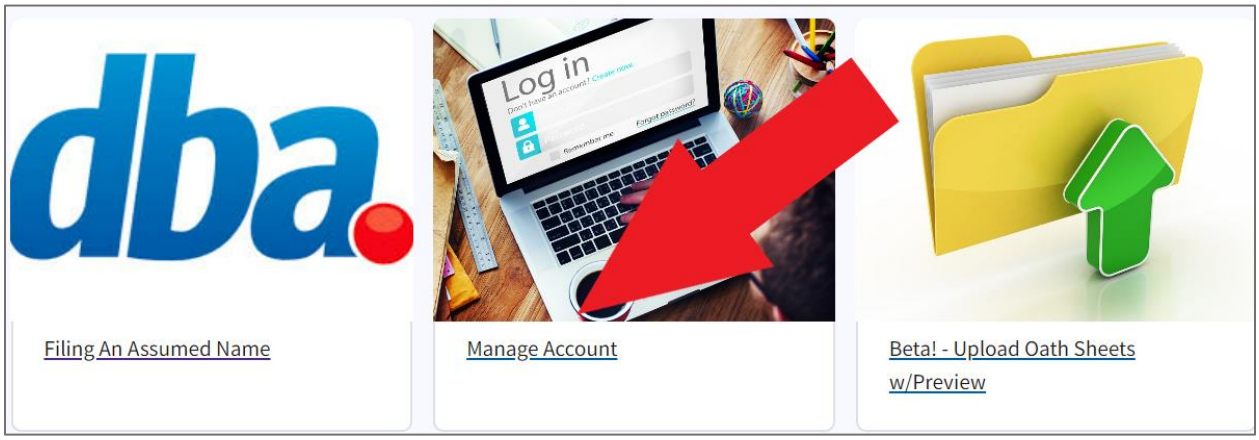


Figure 136. A red arrow points to the "Manage Account" link

By clicking on the **Manage My Account** link, you are transported to the **Register of Deeds Edit Account** page. On this page, you enter your notary information for the notary directory.

Enter your notary information.

Click **Update**.

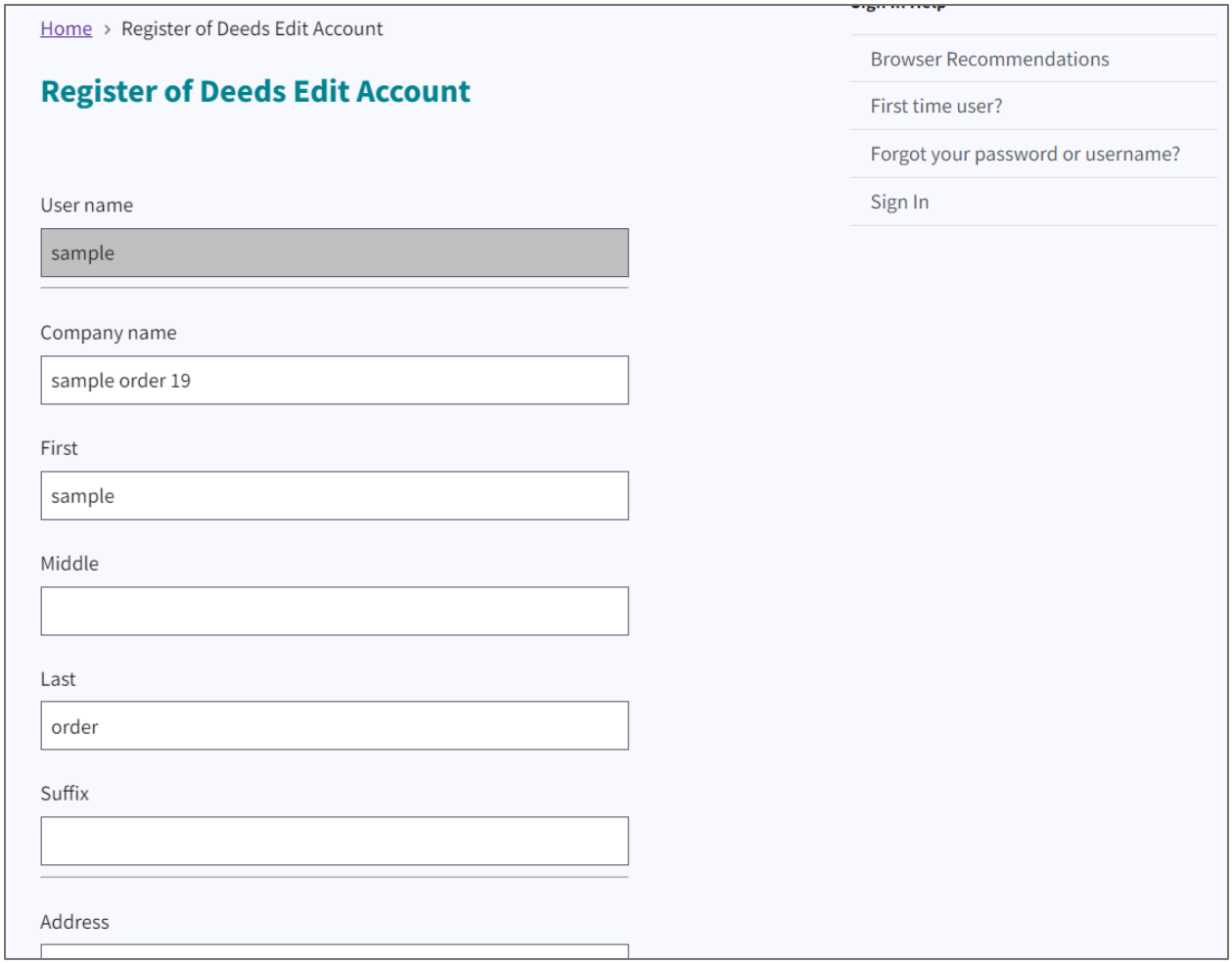


Figure 137. Register of Deeds Edit Account

Beta! Upload Oath Sheets with Preview

Select **Beta! Upload Oath Sheets with Preview**.

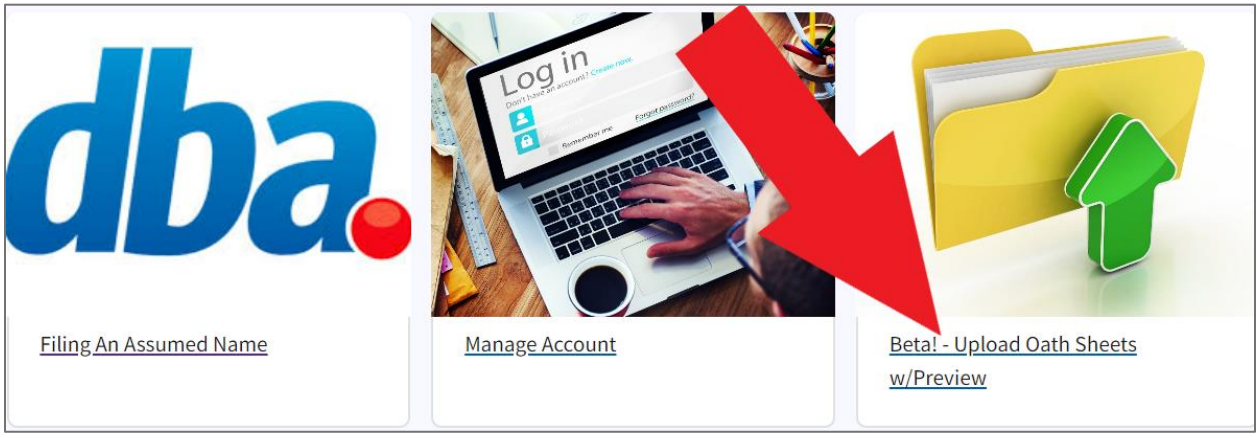


Figure 138. A red arrow points to the "Beta! Upload Oath Sheets with Preview" link

This takes you to the **Upload Notary Oath Sheets** page where you will find instructions for uploading an oath sheet.

The instructions are seen in **Figure 139**.

Click **Browse for File** to select the file for uploading. Follow the standard prompts for uploading a file.

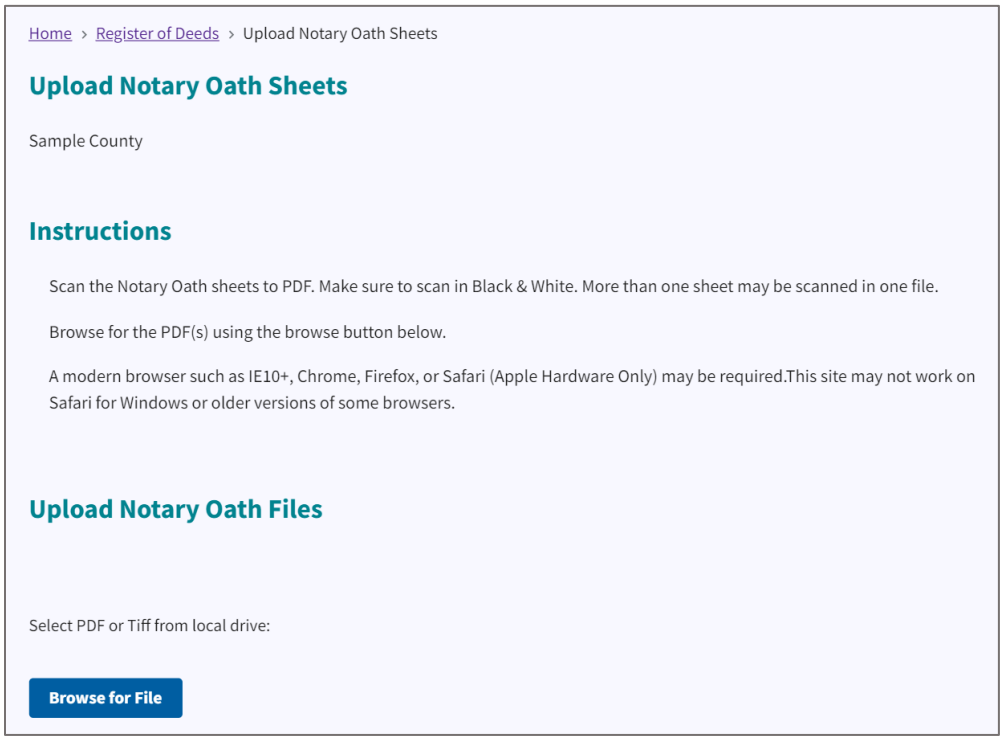


Figure 139. Upload Notary Oath Sheets

To upload your oath sheet, click **Browse for File**.

For this example, we created a test page and uploaded it. See **Figure 140**.

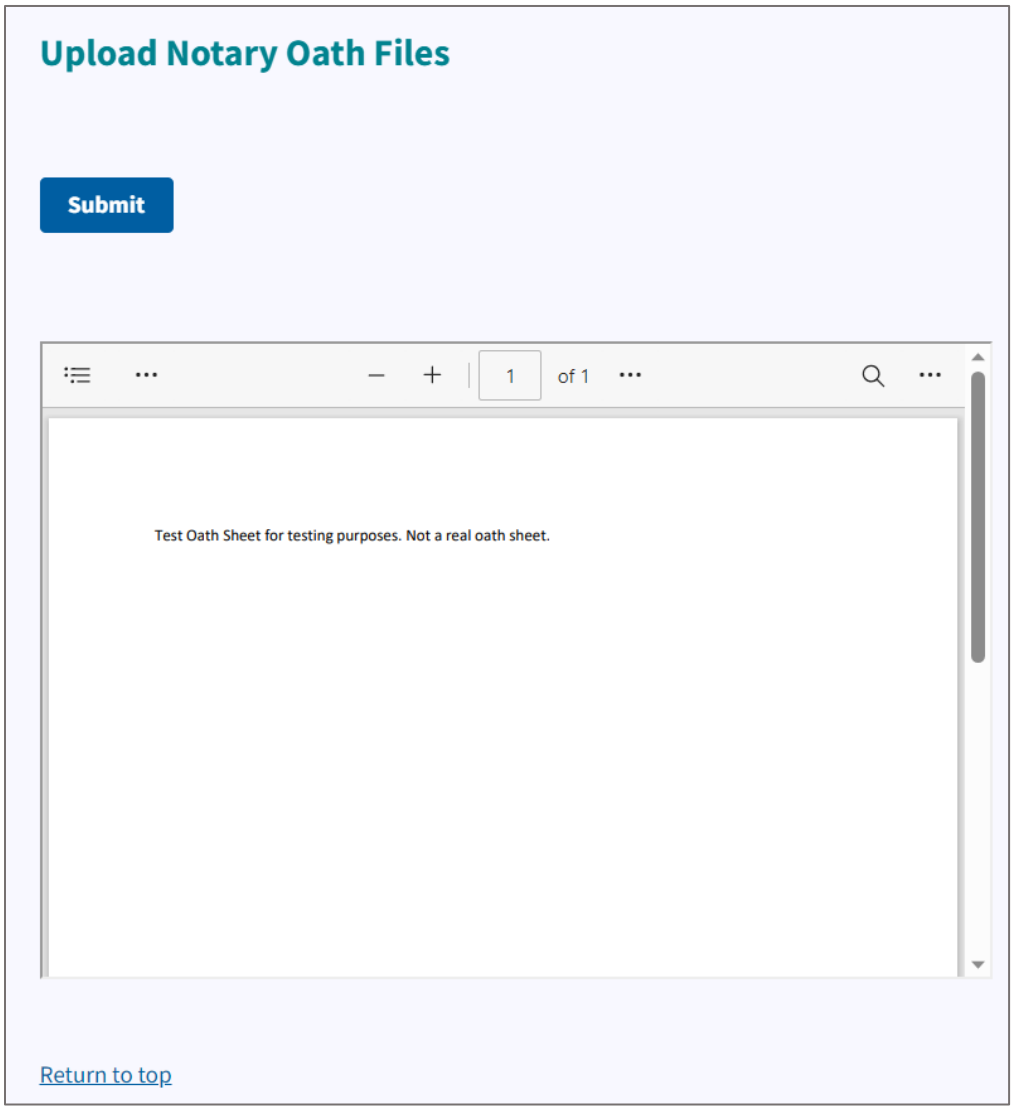


Figure 140. Upload Notary Oath Files

In the window, you see a preview of the document you selected for uploading.

Click **Submit**.

This takes you to a page that lists your file name at the top and a preview at the bottom.

If the file is successfully uploaded, the words "**File Accepted**" show beneath the file name at the top.

If you want to upload a second oath sheet, click **Upload Another File**.

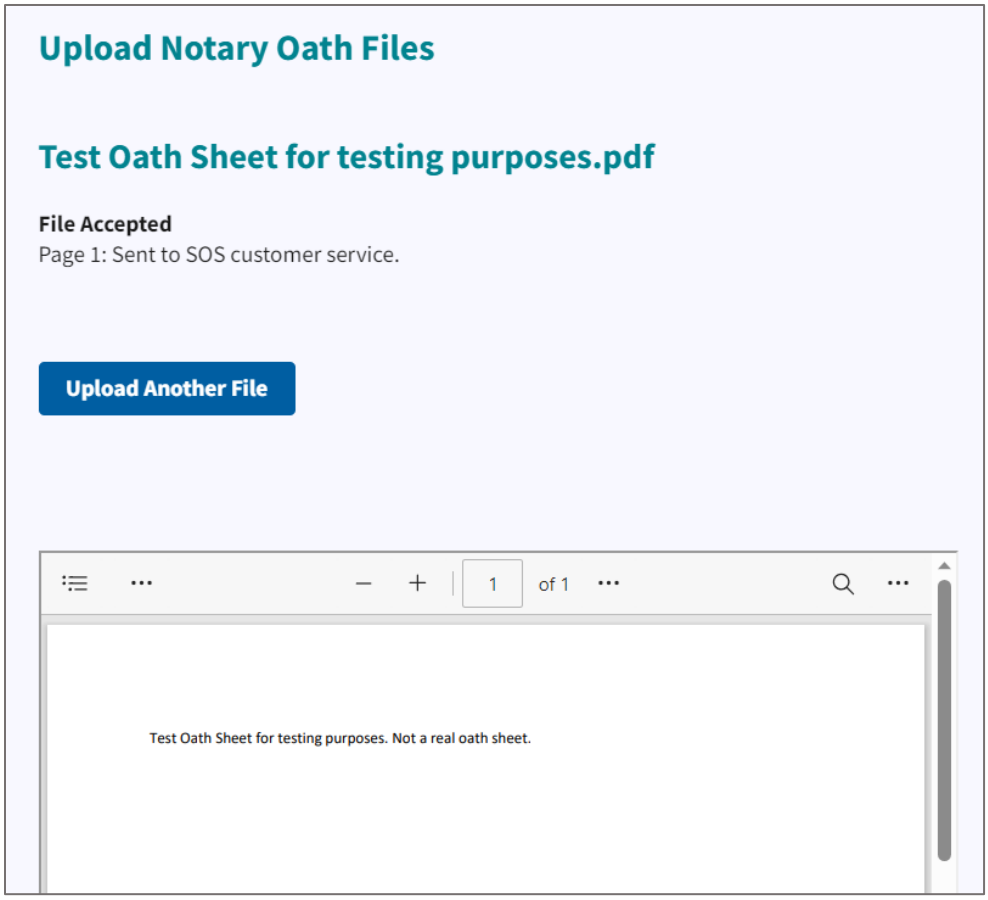


Figure 141. File Accepted

This is the end of the uploading process.

Search

Select **Search**.

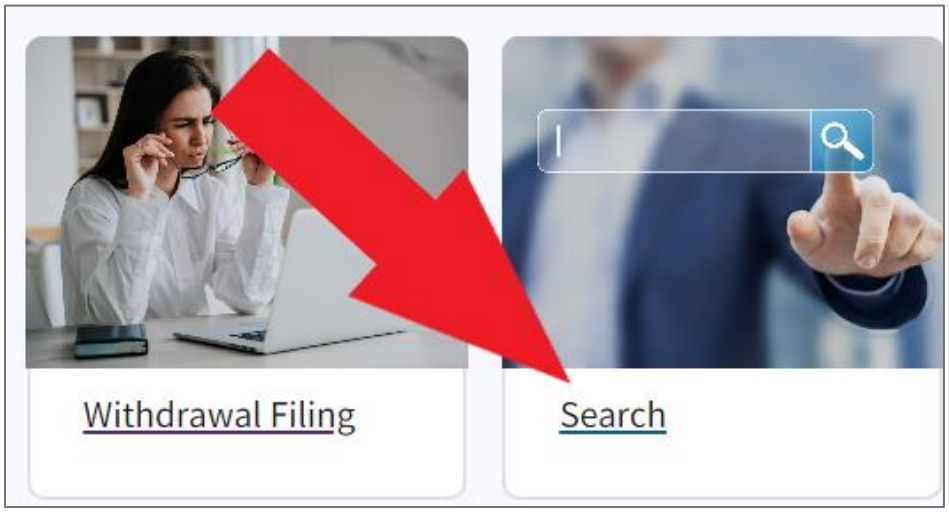


Figure 142. A red arrow points to the "Search" link

Enter your search parameters and the search text.

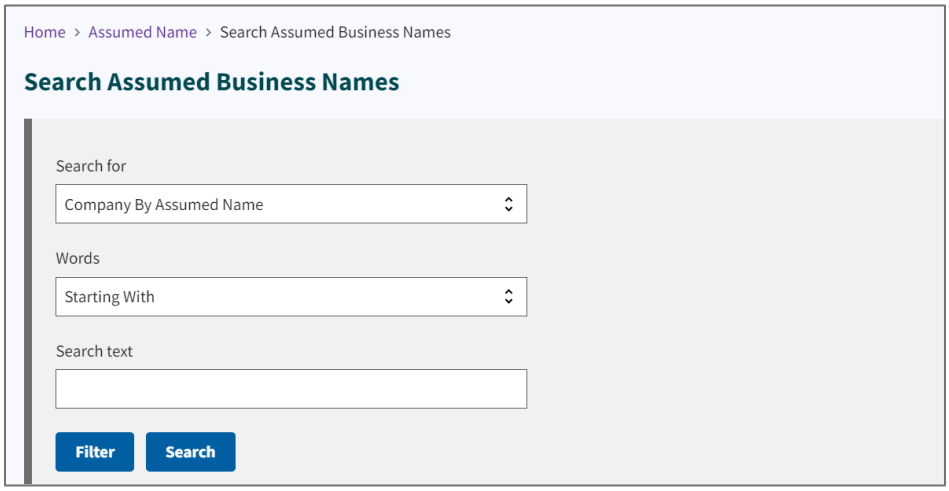


Figure 143. Search Assumed Business Names page

Click **Search**.

The Search Results page displays rows of assumed names that closely match your search requirements.

Select the **plus (+) sign** to expand the assumed name's tile to display more information.

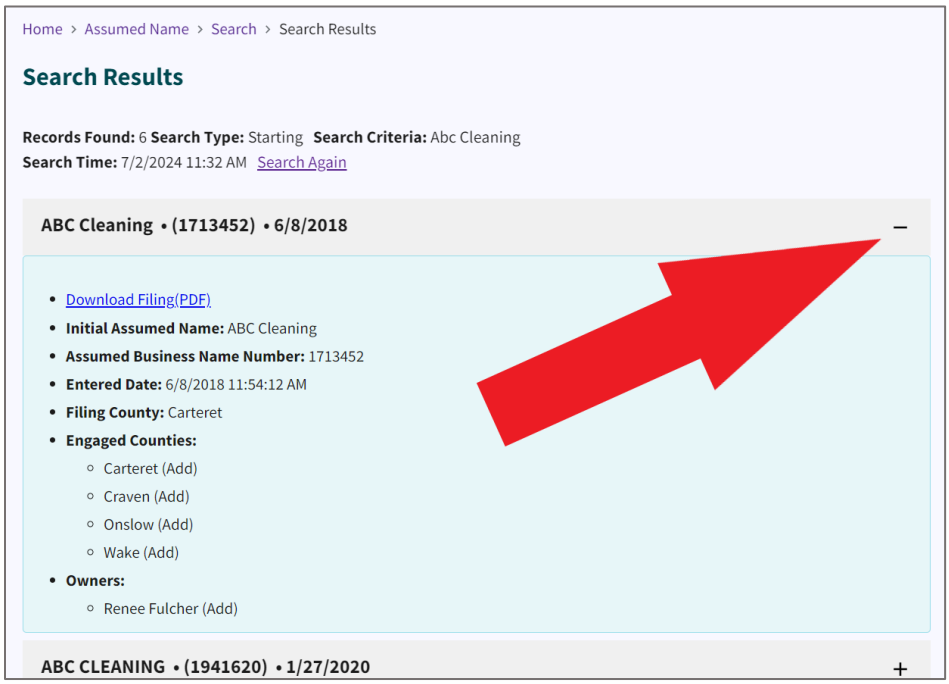


Figure 144. Search Results page with red arrow pointing at a minus symbol

You can download and print a PDF copy of the filing by selecting the "Download Filing (PDF)" link.

Notary Instructor Access

Select **Notary Instructor Access**.

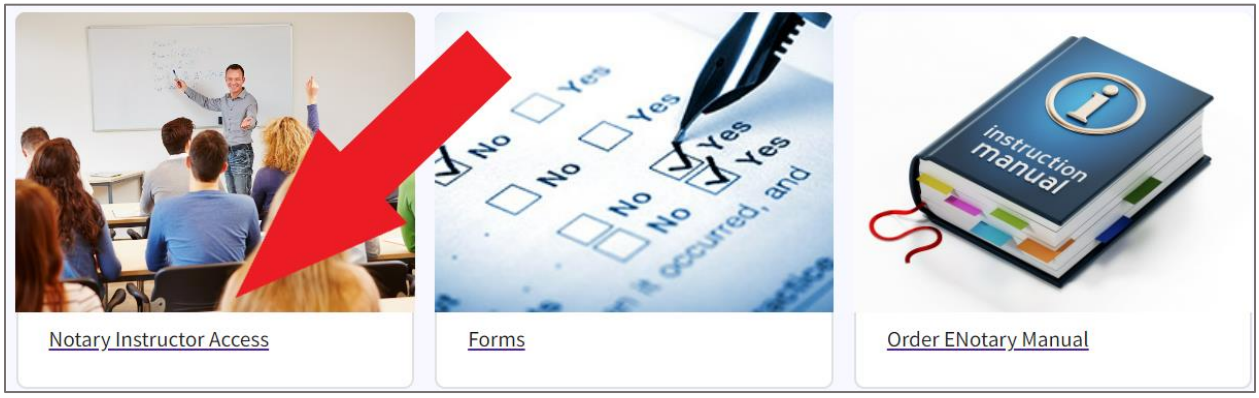


Figure 145. A red arrow points to the "Notary Instructor Access" link

This takes you to the **Notary Instructor** page.

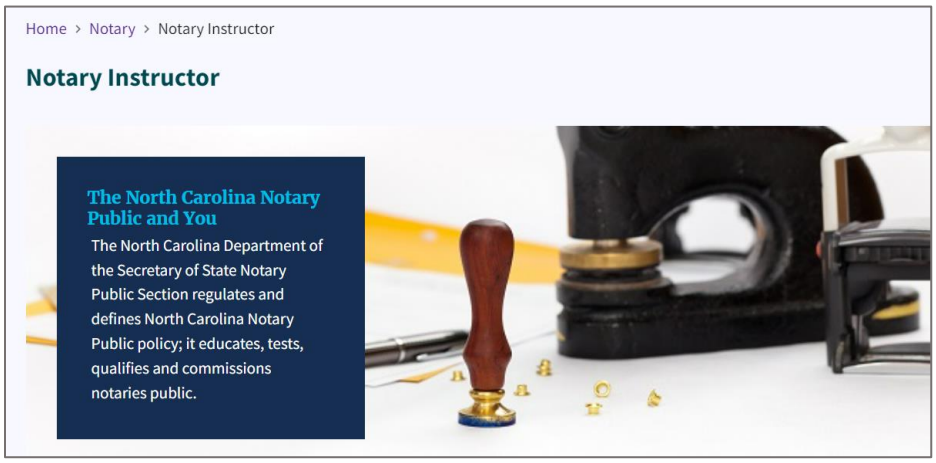


Figure 146. Notary Instructor page

Under the **Browse Notary Instructor** section, there are nine box links.

The links are:

- Instructions for Online Exam Reporting System (PDF)
- Presentations
- Forms
- Exams
- Resources
- Brochures
- List of Approved Handouts
- Grade Entry
- EVN Resources

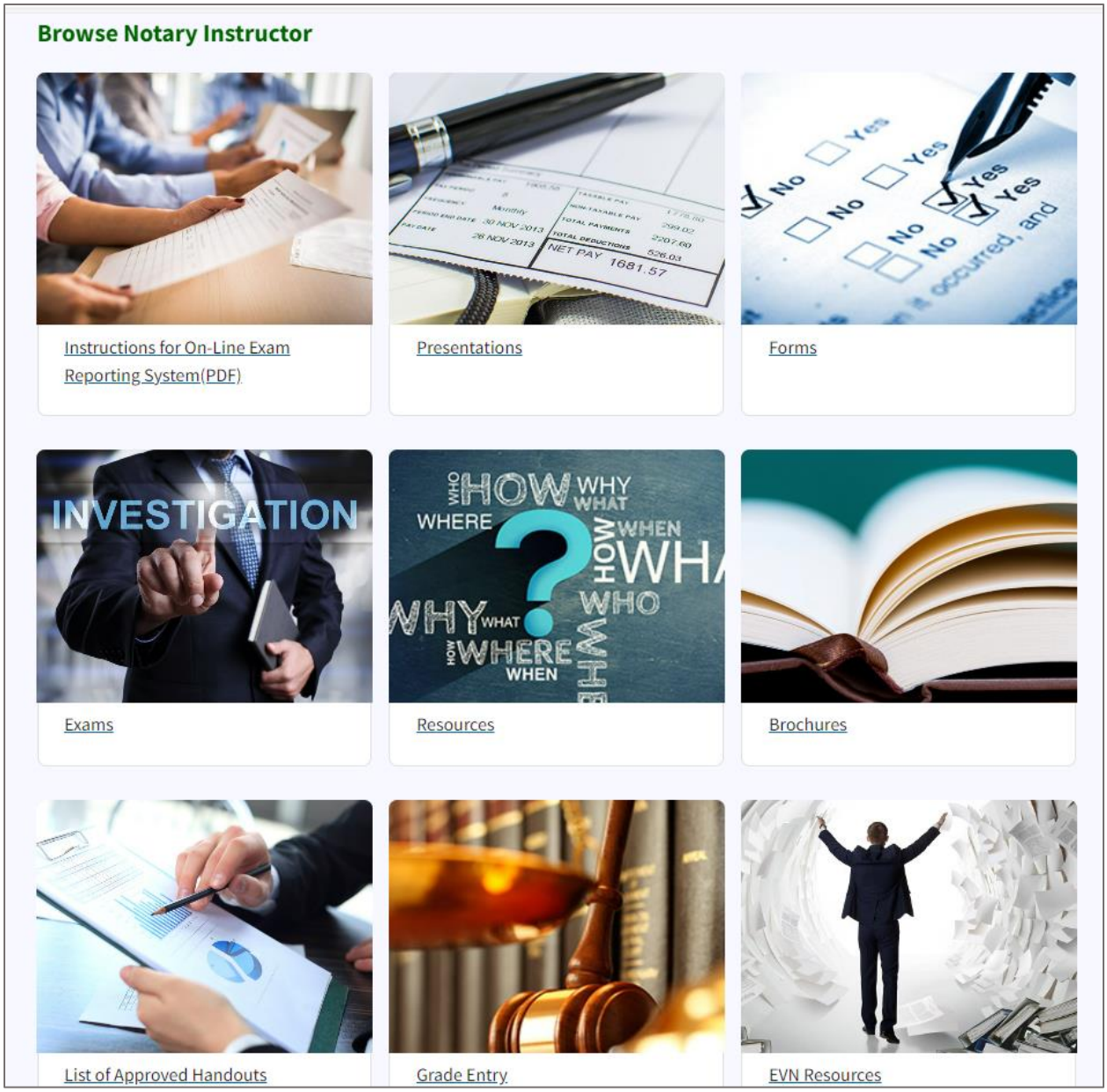


Figure 147. Browse Notary Instructor section and links

Instructions for Online Exam Reporting System (PDF)

Select **Instructions for Online Exam Reporting System**.

This link brings you to a PDF copy of the Notary Public Online Exam Reporting System Instructions. These are for the older website, but the steps still apply to the new one.

Presentations

Select **Presentations**.

This link takes you to the Notary Instructor Presentations page where you find two links to PDF copies of the Electronic Notary Course – Revised July 2022 (PowerPoint) and the Notary Public Course – Revised July 2022 (PowerPoint) presentations.

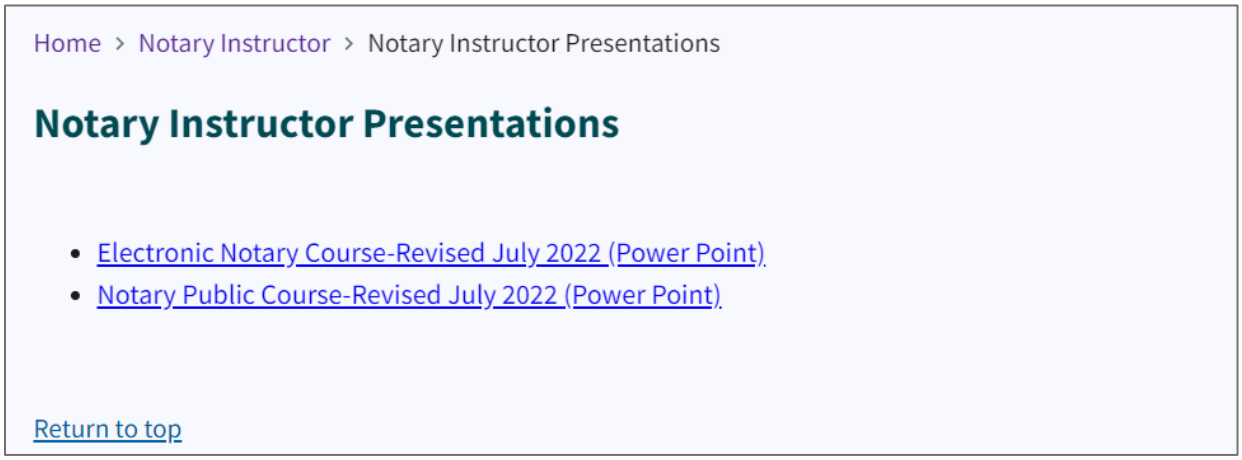


Figure 148. Notary Instructor Presentations page

Forms

This link takes you to the **Notary Instructor Forms** page where you will find a list of PDF forms related to notary instruction.

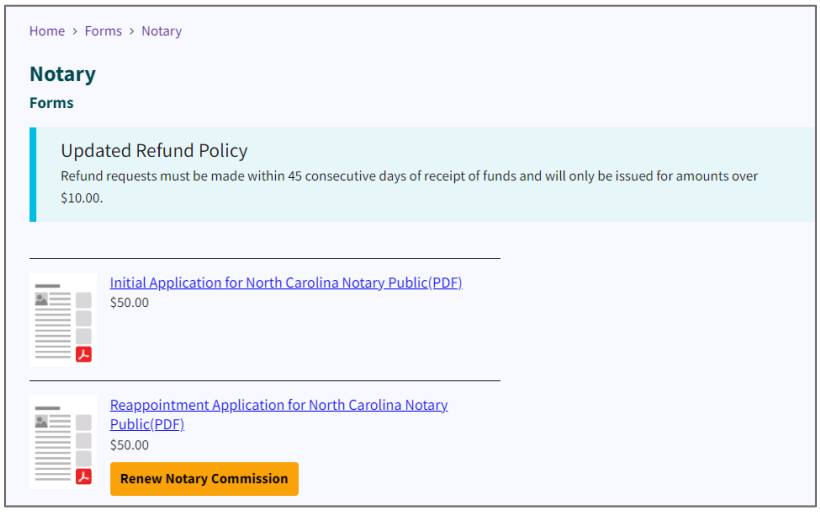


Figure 149. Notary Instructor Forms page

Details

Look for Notary notifications in your email.

Once your Notary application is approved, you will receive a notice to visit the Register of Deeds office in the county of your commission to take the oath of office. The notice will be delivered by email.

If paying by check, make checks payable to: "North Carolina Secretary of State"

Exams

Select **Exams**.

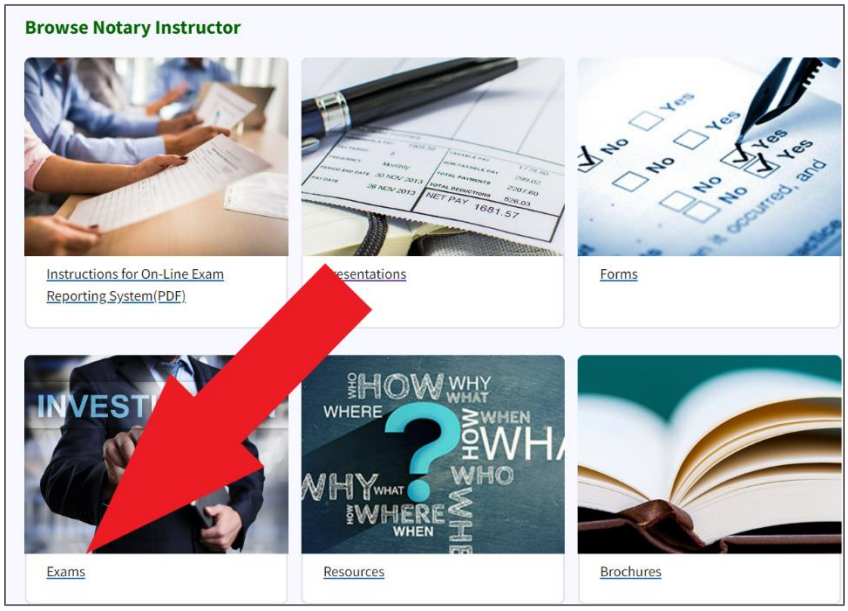


Figure 150. A red arrow points to the "Exams" link

This link takes you to the Notary Exams page where you find a list of exams in PDF format.

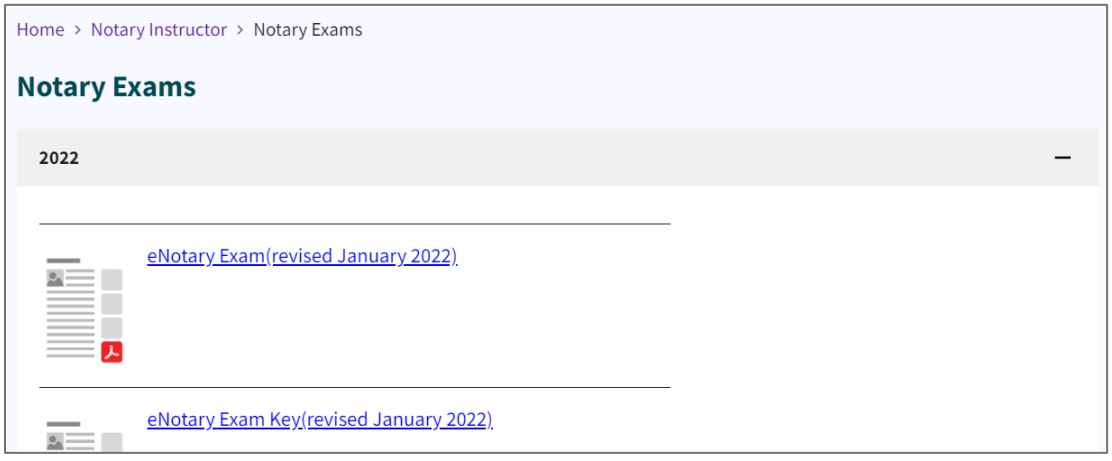


Figure 151. Notary Exams page

Resources

Select **Resources**.

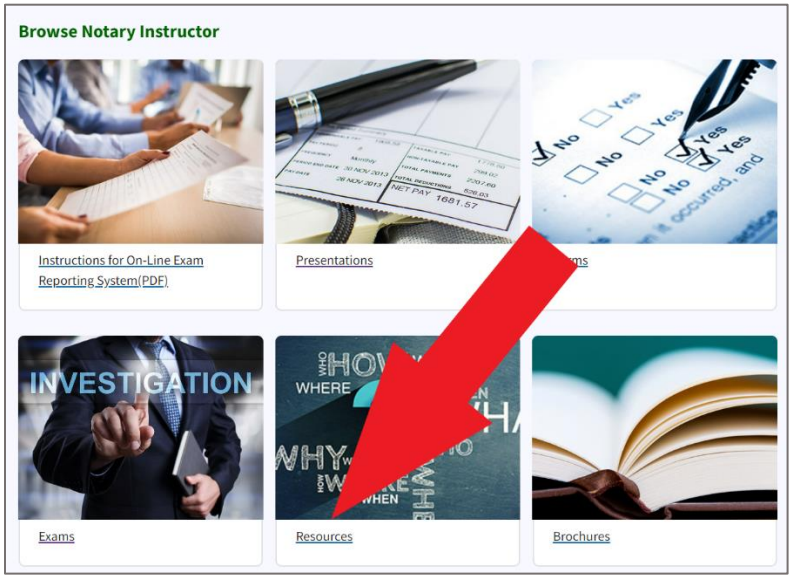


Figure 152. A red arrow points to the "Resources" link

This link takes you to the Resources page where you find presentations that apply to teaching notary courses. These presentations are in PDF format.

Figure 153. Instructor Resources page

Brochures

Select **Brochures**.

Figure 154. A red arrow points to the "Brochures" link

This link takes you to the **Notary Instructor Brochures** page. There are two brochures in PDF format available for download and print.

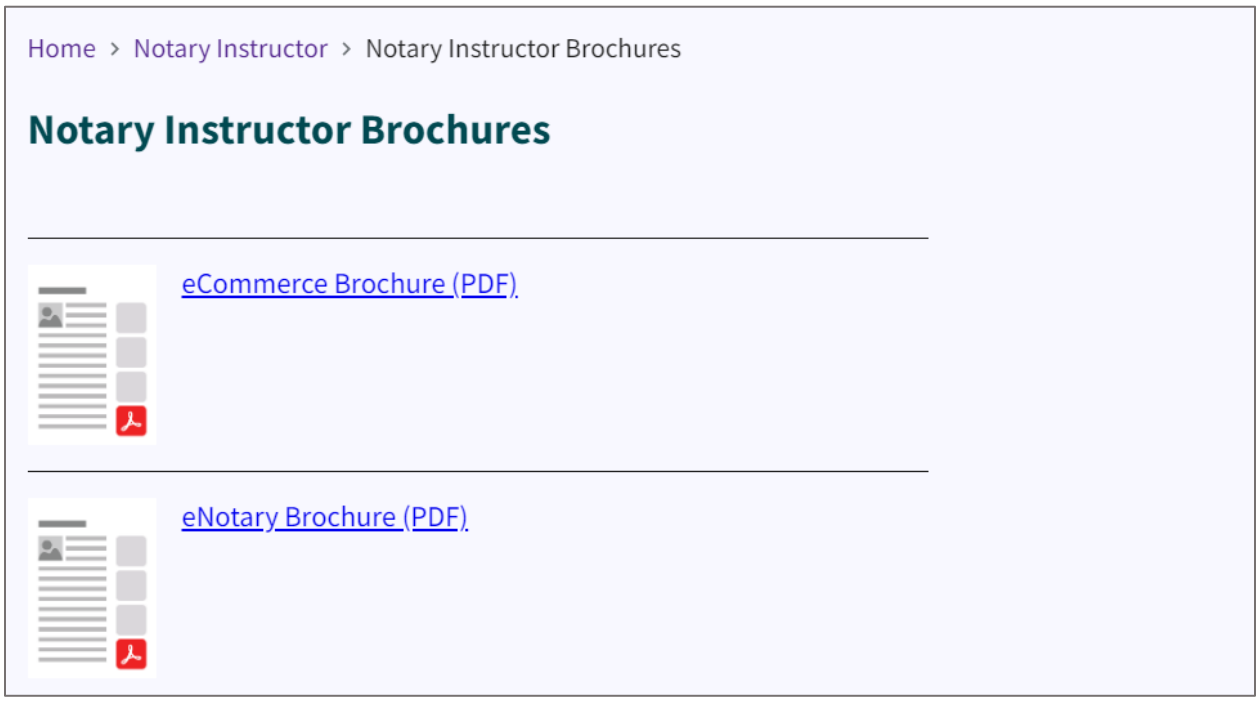


Figure 155. Notary Instructor Brochures page

List of Approved Handouts

Select **List of Approved Handouts**

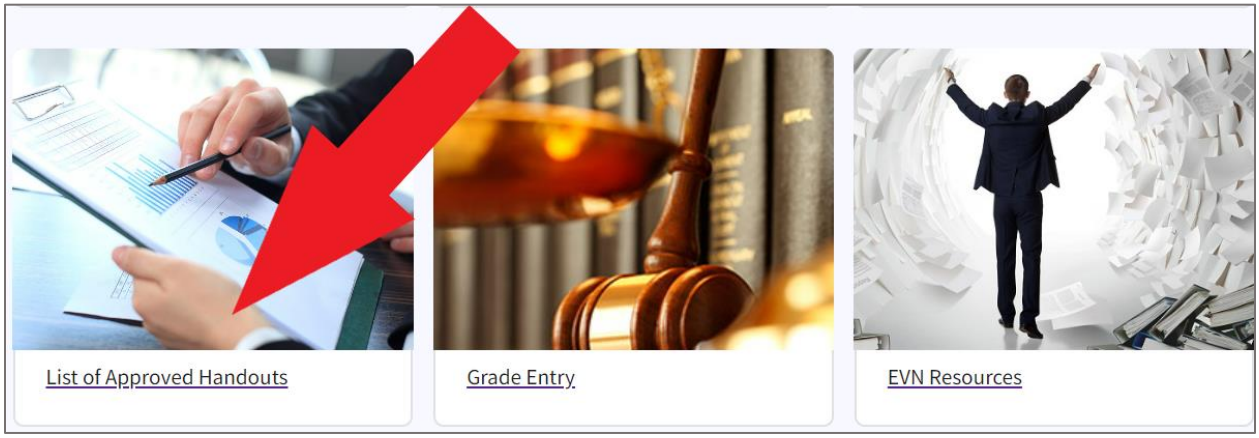


Figure 156. A red arrow points to the "List of Approved Handouts" link

This link takes you to a list of approved instructor handouts in PDF format.

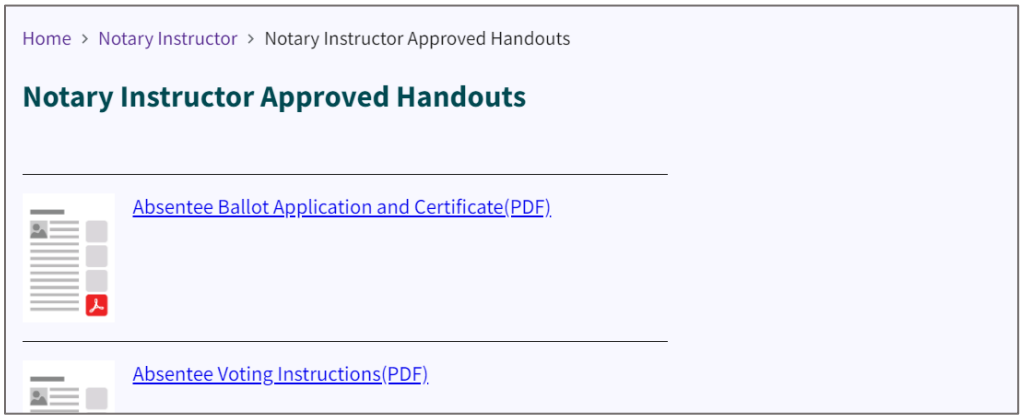


Figure 157. List of Approved Handouts page

Grade Entry

Select **Grade Entry**.

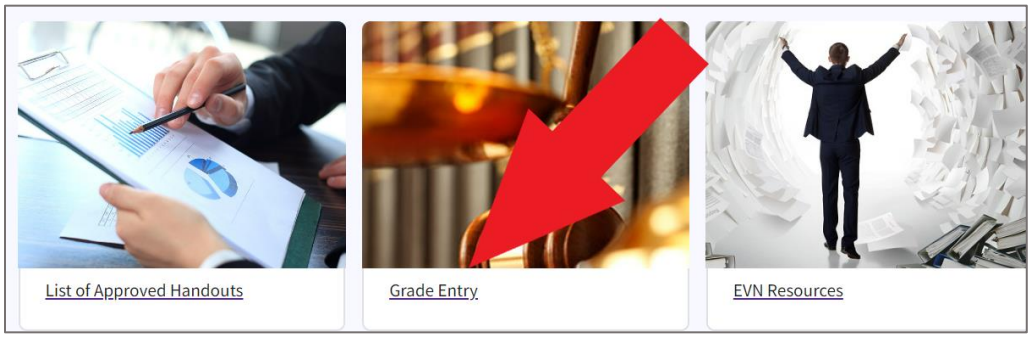


Figure 158. A red arrow points to the "Grade Entry" link

The Notary Grade Entry page has four box image links:

- Enter a New Notary Class
- Enter a New eNotary Class
- Continue Entering a Class
- View a Previous Class

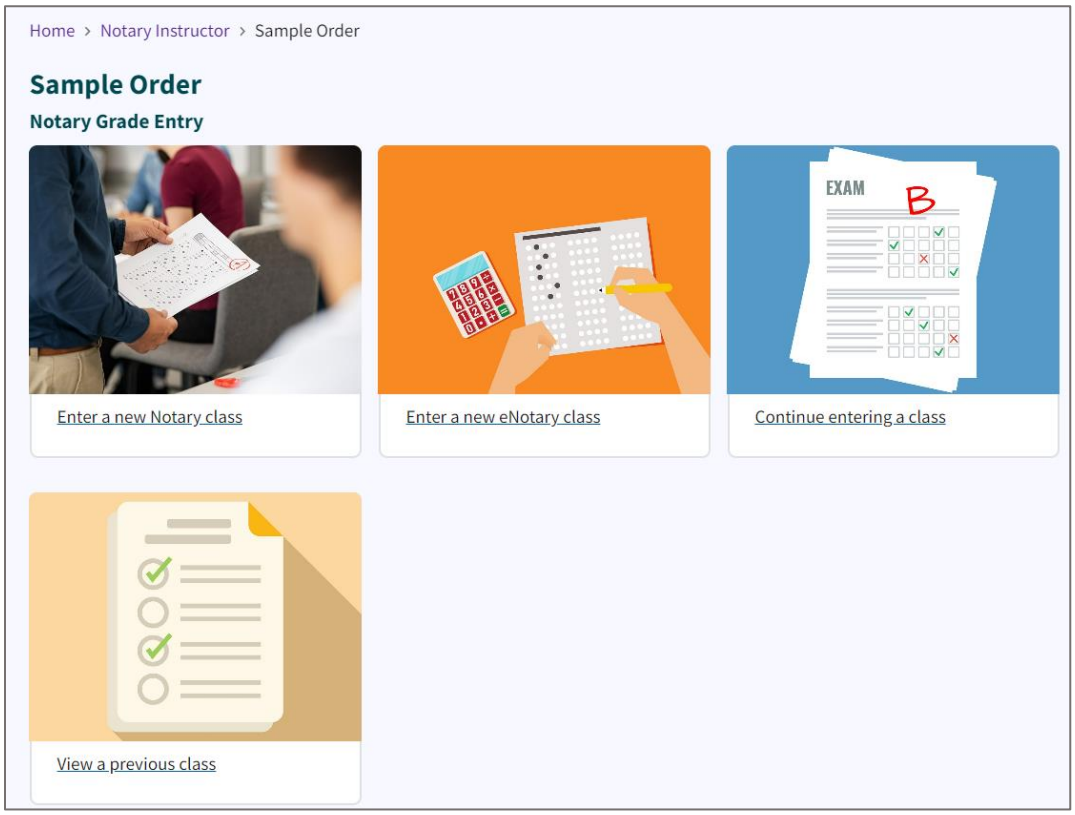


Figure 159. Notary Grade Entry page

EVN Resources

Select **EVN Resources**.

Figure 160. A red arrow points to the "EVN Resources" link

The **EVN Resources** page has exam preparation resources and information.

Figure 161. EVN Resources page

Forms

On the Notary main page, select **Forms**.

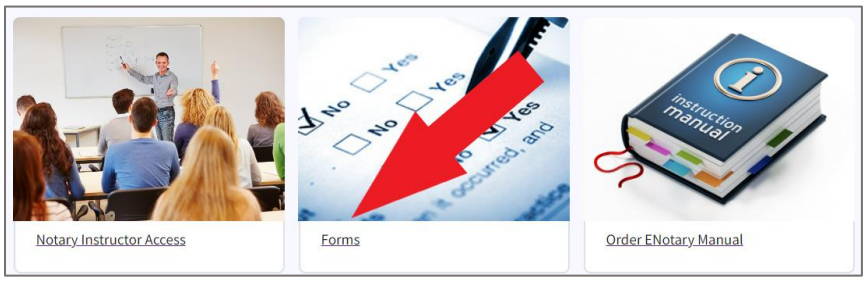


Figure 162. A red arrow selects the "Forms" link

There is a list of notary forms is available in downloadable and printable PDF format. You can also file directly online by selecting the orange buttons.

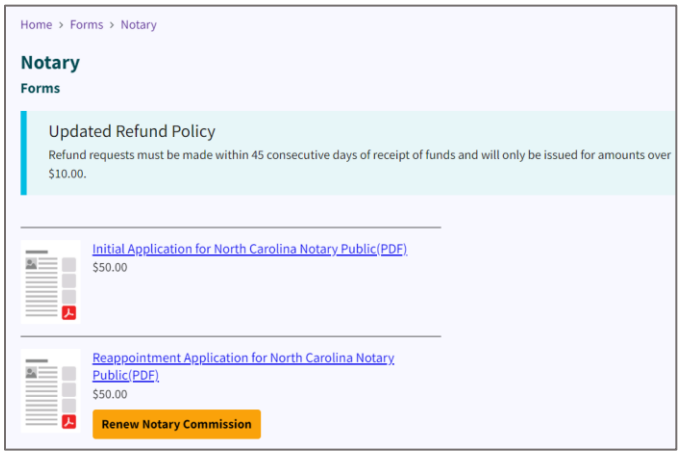


Figure 163. Forms page

Order an eNotary Manual

Select **Order an eNotary Manual**.

Figure 164. A red arrow points to the "Order eNotary Manual" link

The **Order eNotary Manual** page has instructions for ordering a manual.

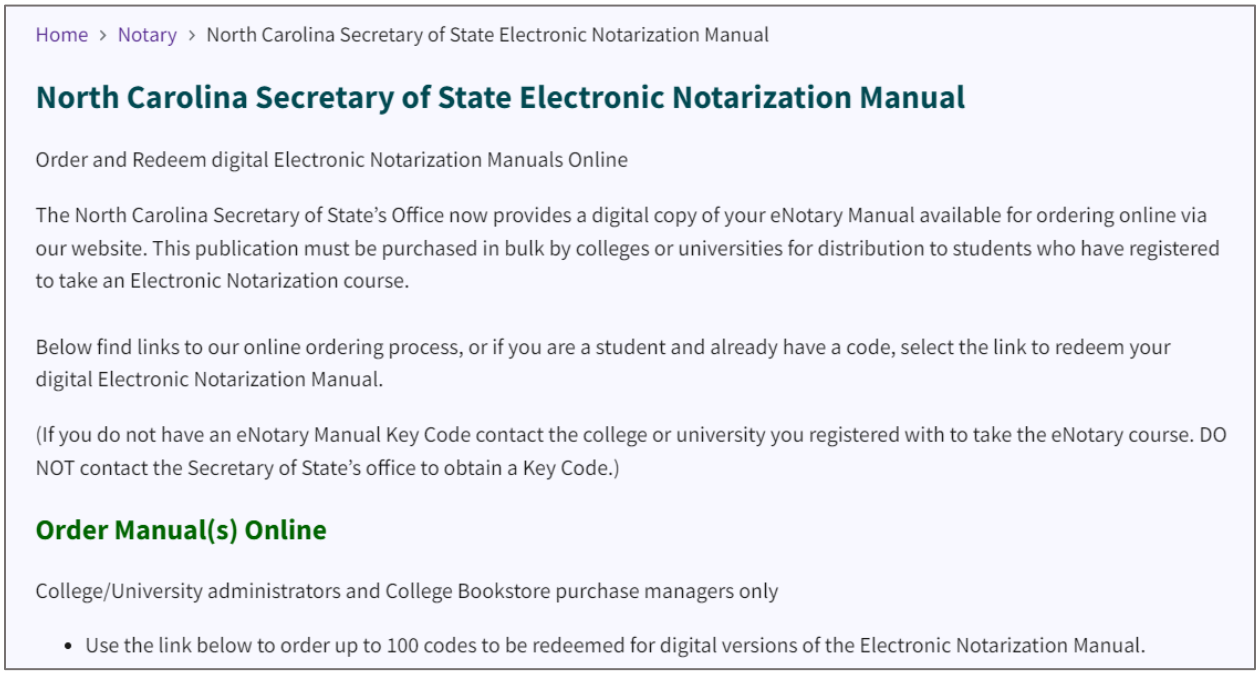


Figure 165. Instructions

The instructions state:

Order and Redeem digital Electronic Notarization Manuals Online

The North Carolina Secretary of State's Office now provides a digital copy of your eNotary Manual available for ordering online via our website. This publication must be purchased in bulk by colleges or universities for distribution to students who have registered to take an Electronic Notarization course.

Below find links to our online ordering process, or if you are a student and already have a code, select the link to redeem your digital Electronic Notarization Manual.

(If you do not have an eNotary Manual Key Code contact the college or university you registered with to take the eNotary course. DO NOT contact the Secretary of State's office to obtain a Key Code.)

Order Manual(s) Online

College/University administrators and College Bookstore purchase managers only

- Use the link below to order up to 100 codes to be redeemed for digital versions of the Electronic Notarization Manual.
- You must pay by credit card.
- Provide the students with the instructions at the link below to redeem their Electronic Notary Public Manual: "eNotary Manual Redeeming Instructions – for Students
- eNotary Manual Ordering Instructions – for Colleges/Universities

Redeem Code

Only for students who are paid registrants for an Electronic Notary Public Course to Redeem and download the Electronic Notarization Manual.

If you have received an eNotary Manual Key Code(s) after registering and paying for the Electronic Notary Public Course with a college or university click the link below to redeem and download your digital version of the Electronic Notarization Manual.

If you have not registered and paid for the electronic notarization course at a college and have not obtained an eNotary Manual Key Code it is not possible to redeem and download the Electronic Notary Manual.

Contact the educational institution you would like to take the Electronic Notary course with for instructions on how to register for the course and obtain the required text book.

Do not contact the Secretary of State for eNotary Manual Key Codes.

eNotary Manual Redeeming Instructions – for Students

Notary Newsletter Archives

Select **Notary Newsletter Archives**.

Figure 166. Notary Newsletter Archives link

The **Notary Newsletter Archives** page has year dropdown.

Select the year of the notary newsletter for which you are searching.

Figure 167. Notary Newsletter Archives page

The search results display the newsletters in PDF format.

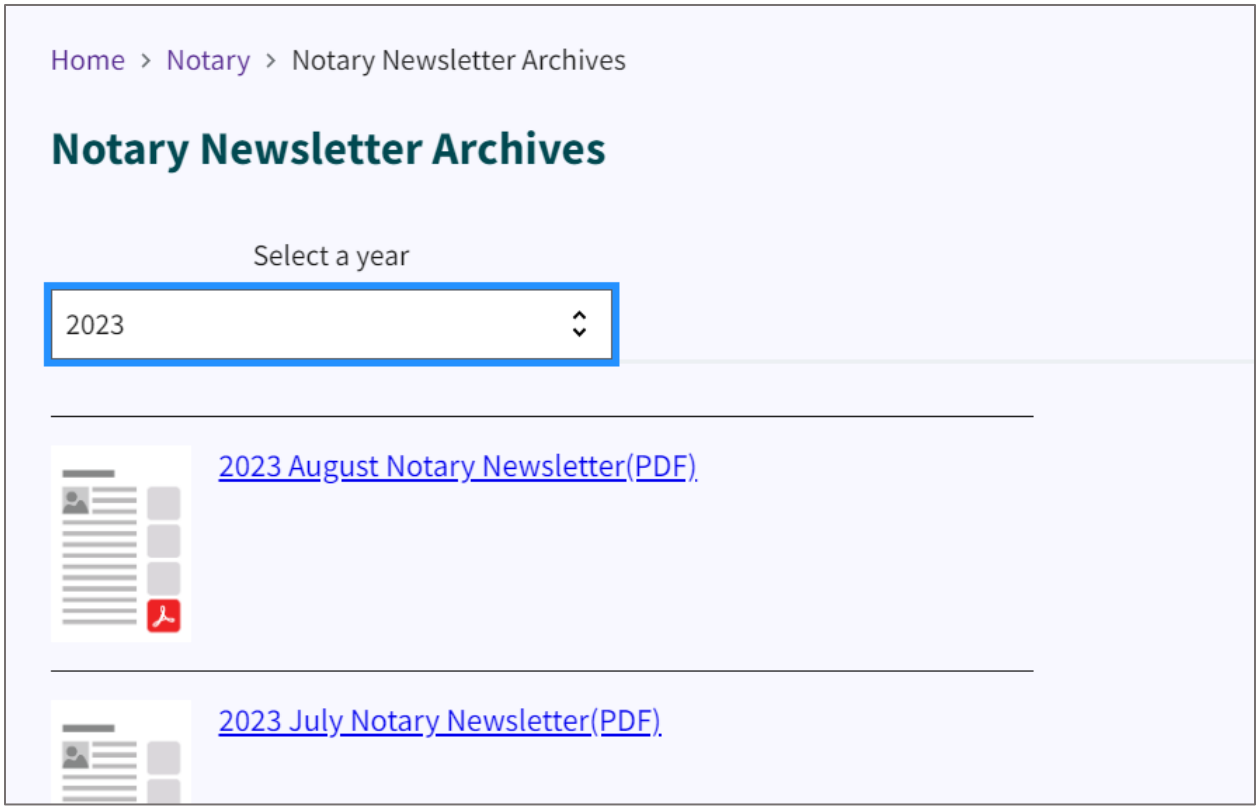


Figure 168. Notary Newsletter Archives search results