



The Department of the  
NC Secretary of State

# The Notary Newsletter



## Notary Chats with Secretary Marshall & Ozie

Last year, Secretary Elaine Marshall and Ozie Stallworth (Director of Electronic Notarization and Enforcement and long-time notary instructor) hosted a *virtual* FIRESIDE CHAT where NC notaries got a chance to ask their burning notarial questions.

We received great feedback from you asking us to do more of these.

So... we decided it's time to take this show on the road (safely) with a series of Notary Chats! Secretary Marshall and Ozie will be going to a few locations around the state this year and in 2023, giving notaries a chance to hear important updates and ask questions in person. Secretary Marshall and Ozie are excited to bring their combined expertise and years of experience in notarizations to a location near you as part of their commitment to serve as resources to notaries whenever they can.

Select sessions will be recorded and ultimately be archived in the notary section of the Secretary of State's website, [sosnc.gov](https://sosnc.gov). Although these events are **FREE**, registration is required due to space constraints.

The next one will be held on **Monday, October 24 at 12pm at Wake Technical Community College's Scott Northern Campus in Raleigh, NC**. Thank you to Wake Tech for allowing us to use your space.

Click here for the registration page:  
[https://sosnc.gov/online\\_services/Event\\_Registration/Front\\_Page/39](https://sosnc.gov/online_services/Event_Registration/Front_Page/39)

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If you have any questions about these notary chats, please email [notarynews@sosnc.gov](mailto:notarynews@sosnc.gov).





## Notary Chat: Asheville, NC

Thank you to Asheville-Buncombe Technical Community College, A-B Tech for hosting us for our very first NOTARY CHAT on August 22. We appreciate all who came and the insightful questions that were asked and answered.

Thank you to AB Tech President John Gossett, AB Tech VP of Economic and Workforce Development Deborah Wright, and AB Tech Director of Workforce Continuing Education Maria Spadaro for having us in The Land of the Sky! We even had Registers of Deeds from surrounding counties come and hang out with us.

We are really looking forward to future chats around the state.

*See you in Raleigh in October!*



**Something You Should Know:**



## Process for Re-commissioning

You're almost five years into your notary commission, and you're ready to renew. First of all, we recommend not waiting until the last minute so go ahead and start the process 10 weeks prior to your commission expiration date.

The process is pretty much the same as your initial commission. You need to take an online examination. (If your commission has been expired for more than one year, you will need to attend the six-hour notary public course).

You must take the 30-minute online exam and pass with a score of at least 80 percent. Notaries have three opportunities to pass the exam within 30 days of the first attempt. If you aren't successful passing the third and final exam, you will be required to take the notary public course and pass the written exam with a score of 80 percent.

After successful completion of the exam, notaries will need to complete the Application for Reappointment and submit it to the Department along with the \$50 application fee.

Once you have received your oath notification letter from the Department, you will need to take your oath of office within 45 days at the Register of Deeds office in the county of your residence.

If the notary is a licensed member of the NC State Bar and has never been disciplined by the Secretary of State, he or she is exempt from taking the online re-commissioning exam.

*If you have any questions for us, please reach out to the Department at [notary@sosnc.gov](mailto:notary@sosnc.gov). We are always happy to help.*

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## EVN Is Back and RON Is On The Way

With the signing of House Bill 776 into law, Emergency Video Notarization (EVN) is restored until next June when a new Remote Online Notarization (RON) program is implemented. In the meantime, here is what you need to know now:

- **Emergency Video Notarizations (EVN)** have resumed as a stop-gap measure to allow video notarizations while permanent RON procedures are being put in place. *EVN expires on June 30, 2023 at 12:01am.*

- Once RON becomes effective in 2023, you must be a commissioned e-notary to perform remote notarizations under RON (unless you are a court reporter).
- There are new or increased fees that notaries public across the state can charge now. The maximum fee that can be charged per principal signature is now \$10 for acknowledgments, jurats, and verifications or proofs. For oaths or affirmations without a signature, the maximum fee is now \$10 per person, except for the identity of a principal or subscribing witness. The fee for electronic notarizations under G.S. 10B-188 is \$15.
- For any notarial act under 10B, actual mileage at the federal mileage rate can be charged if the travel reimbursement is agreed to by the principal in writing prior to travel. (The State of NC uses the federal mileage rate of 62.5 cents per mile.)
- The new Remote Online Notarization fee will be \$25 per principal signature when RON becomes effective in **July of 2023**.

There are a lot of things that the Secretary of State's Office will have to work out over the next year to get ready for RON. We are asking for your patience as we navigate this new law, and we are excited for the new opportunities that RON will open up for our notaries and our state.

Here is a link to EVN resources available on our website: [North Carolina Secretary of State Notary Emergency Video Notarization \(sosnc.gov\)](https://sosnc.gov/notary-emergency-video-notarization)

*If you have any questions for us, please reach out to the Department at [notary@sosnc.gov](mailto:notary@sosnc.gov). We are always happy to help.*



## Fast Five Q&A

***Q: A question that was emailed to us: My boss wants me to notarize a document that does not have a place to write when my commission expires. What do I do?***

You are required to write the information on the notary certificate near your signature and notary seal. Simply write "My commission expires on\_\_\_\_\_". If your expiration date is included on your seal, that will satisfy the statutory requirement.



**Q: From our FB Group: What do I do if I have misplaced or lost my seal? I cannot find it anywhere?**

On page 116 of your 2016 NC Notary Manual, it says that you must do the following within 10 days of discovering that your notary seal has been lost or stolen:

- Inform the appropriate law enforcement agency in the case of theft or vandalism.
- Notify the register of deeds and the Secretary in writing and signed in the official name in which he or she was commissioned.
- Purchase a new seal with a different border style.

**Q: From our FB Group: If my employer asks me to notarize documents for our customers as part of good customer service, am I allowed to charge a notary fee for anything done outside of my work hours? I think I do. I just want to make sure.**

Yes you may charge a fee to notarize documents outside of company hours. If your employer doesn't charge for this service while you are on the clock, it is best to follow your company's policy while working and wait until you are on your own time to charge notary fees.

**Q: Can an automobile seller have their signature notarized on a vehicle title and hold onto the title, and then find a buyer who signs the title?**

No you may not notarize this document. It's called an open title. The buyer's information must be completely filled out when the title is brought to the notary to be notarized.

**Q: My son has a medical form from his high school band that needs to be notarized. Am I able to notarize the form, or is that not allowed since he is a family member?**

There is no reason that you cannot notarize this document since you have no financial gain in the transaction. However, it is always best practice to refrain from notarizing family documents.

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Do you have a question that you'd like us to answer for the **Fast Five?** Please send in your tips, practice ideas, and questions for us at [notarynews@sosnc.gov](mailto:notarynews@sosnc.gov).

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## Get To "Know" Our Notaries!

Notaries, we know you are doing great things all over North Carolina, and we want everyone else to know it too. Every month, we will feature our notaries (as long as we have submissions). We want to feature YOU!

We'll make it super easy. Just send us a picture of yourself, along with your name, where you are from, the number of years (or months) you have been a commissioned notary, and one fun fact that you want us to know about you.

Email us at [notarynews@sosnc.gov](mailto:notarynews@sosnc.gov).





**Leticia Carter**  
Mecklenburg County

*Leticia's been a notary  
for one year*

Her fun fact is she likes to see others happy.



**Jessica Clay**  
Wilkes County

*Jessica has been a  
commissioned notary  
since 2013*

Jessica is proud of her wonderful husband and four beautiful children. When she's not working, she's chasing the ball on a field or court.



**Lakeisha Terry**  
Forsyth County

*She has been a notary  
for almost three years.*

Lakeisha is a Psychology major at Winston-Salem State University, teaches CPR and is a NEW notary instructor.



**Kenneth Nichols**  
Scotland County

*Kenneth has been a  
commissioned notary  
since 2006.*

He is a Retired Disabled Veteran. Kenneth also loves to travel and help others.





## NC Notary Facebook Group

Have you joined our notary Facebook group yet?  
***The North Carolina Notary Network***

Well, what are you waiting for? More than 13,356 notaries around the state are in the group. If you haven't joined yet, click the link and come on in!

The purpose of the group is to connect NC notaries as well as to give notaries an opportunity to share information, tips and ideas with one another.

When answering questions for fellow notaries, we encourage sharing page numbers, statutes or even pictures of citations from the *2016 NC Notary Public Manual*.

Click [here](#) to join today!



***LABOR DAY WEEKEND YUMMIES***



Yes, Labor Day is a yearly celebration of the American worker. It's a time to recognize the social and economic achievements of all employees.

But!!!! Let's admit, it's also a time to eat...and eat well!

We turned to Delish.com to find the best Labor Day recipes for an end-of-summer party. Click her to peruse the list: **51 Best Labor Day Recipes - Easy Ideas for Labor Day (delish.com)**

You'll find delectable treats including:

- Classic Macaroni Salad
- Grilled Ribs
- Grilled Pizza
- Shrimp Foil Packets
- Grilled Corn on the Cob
- Classic Cheeseburger
- Chicken Kebabs and more!

So fire up the indoor and outdoor grills, air fryers, griddles, pressure cookers, dutch ovens, instapots, and enjoy the long weekend. And, don't forget the desserts!







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