

# **Notary Public Appointment and Reappointment**

## **Requirements for Initial Appointment**

An applicant must be at least 18 years of age or legally emancipated.

An applicant must reside in this state or if a nonresident, be employed in this state.

An applicant must reside legally in the United States and must be able to speak, read and write the English language.

An applicant must possess a high school diploma or equivalent.

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 Bar.

Initial applicants, excluding licensed members of the North Carolina Bar, must also pass a written examination approved by the Secretary of State with a score of 80 percent or better.

An applicant must purchase and keep as a reference the most recent manual (notary guidebook) approved by the secretary that describes the duties, authority and ethical responsibilities of notaries public. This can be obtained at the Mitchell Bookstore.

## **Information for Notaries Who Need to Renew**

Reappointment applicants must pass an online examination approved by the Secretary of State or a course of classroom instruction, with a score of 80 percent or better, excluding licensed members of the North Carolina Bar or if the notary has been continuously commissioned in North Carolina since July 10, 1991, and has never been disciplined by the Secretary.