

Identification Number	Commission Date	Expiration Date	<input type="checkbox"/> New <input type="checkbox"/> Renewal
DEPARTMENT OF THE TREASURY DIVISION OF REVENUE NOTARY PUBLIC APPLICATION PHONE (609) 530-6400		8) Your County or Residence	9) Your Date of Birth
Important: Please read instructions on reverse side. Renewal and new applicants must answer every question (1-11). Complete all items on this form and have it signed by a State legislator.			
1) Have you ever been convicted of a crime? ___yes ___no (If yes, enclose a statement of details)		10) Signature of Legislator	
2) Have you ever been a Notary Public in New Jersey ___yes ___no If yes, under the name of _____			
3) Expiration Date of Your Current Commission (If Applicable) _____		Current Commission Number _____	
4) Has Your Commission Ever Been Denied, Suspended or Revoked?		___ yes ___no (If yes, enclose a statement of details)	
5) Set forth your occupation	Print Full Legal Name		
6) Signature of Applicant	Street Address		
7) Date	City	State	Zip
Renewals Only		Non-Residents Only	
Please list below any changes since your previous appointment as a Notary		Please list New Jersey Business Name and Address	
		Business Name	
		Street Address	
		City	State Zip

APPLICATION INSTRUCTIONS AND BACKGROUND ON THE OFFICE OF NOTARY PUBLIC

APPLICATION INSTRUCTIONS

Following is a play-script that describes the process and provides instructions for applying and obtaining both new and renewed Notary Public commissions (appointments).

Play-script for Application Process

1. Applicant a. Obtains a Notary application form from the county clerk or Secretary of State.

 **Under normal operating conditions, the State sends out a renewal package three _____
 months prior to the commission expiration date. If renewal packages are not received in this
 time frame, applicants are responsible for requesting packages via one of the alternatives listed
 above.

2. Applicant a. Completes the application form in strict accordance with the instructions listed on the form.

 b. As part of completing the form, obtains endorsement of a
 member of the Legislature.

 c. Sends the completed/endorsed form with a check for the filing fee of \$25.00 to: Notary Public
 Section, PO Box 452, Trenton, N.J. 08646.

3. Notary
 Public
 Section a. Reviews the application form for completeness
 and fee and:

 - Accepts it and returns a Notary Public Commission Certificate and Oath
 Qualification Certificate to the applicant; or

 - Rejects it and returns the form with rejection notice to applicant for correction
 and resubmission.

4. Applicant a. Takes the Commission Certificate and Oath Qualification Certificate to the County Clerk of
 the county in which he/she resides, within three (3) months of the date listed on the commission
 certificate.

 **Remember that failure to meet the 3 month time limit will result in the cancellation of the
 appointment, and the filing fee will be non-refundable.

5. County Clerk

- a. Administers an oath to the applicant.
- b. Collects a filing fee per the clerk's statutory fee schedule.
- c. Returns the Qualification Certificate to the Notary Section, thereby completing the application process.

**The Notary Public Section maintains a computer data base of all Notary commissions, and will enter the "sworn date" from the Qualification Certificate to insure that the public record reflects the official date of the Notary's appointment.

There is an additional requirement for non-resident applicants. Specifically, they must file an affidavit with the Secretary of State setting forth their residence and address of the office or place of employment in New Jersey. The affidavit should be submitted with the application form to the Notary Section, PO Box 452, Trenton, NJ 08625.

BACKGROUND ON OFFICE OF NOTARY PUBLIC

A Notary Public is a public officer who is empowered to:

- Administer oaths/affirmations;
- Take acknowledgments;
- Execute jurats;
- Take proofs of deeds; and
- Execute protests for non-payment or non-acceptance.

A Notary Public who is duly commissioned and qualified is authorized to perform these services throughout the State of New Jersey.

****Applicants are encouraged to obtain a copy of the Notary Public Manual from their County Clerks' offices or from the Division of Revenue, Customer Services Unit at PO Box 308, 225 West State Street, Trenton, NJ 08646. The Manual provides guidelines for the basic notarial acts listed above.**

APPOINTMENT

A Notary Public is appointed for a five year period. The appointment can be renewed for subsequent five year periods.

A Notary Public can be removed from office at the pleasure of the Treasurer's Office.

PREREQUISITES FOR THE OFFICE

Following are the prerequisites for qualifying for a Notary Public commission.

Residency

A Notary Public must be a resident of New Jersey or a resident of an adjoining state who maintains, or is regularly employed in, an office in this State.

Age

A Notary Public must be 18 years or older.

Background

The Secretary of State may not appoint any person who has been convicted of a crime under the laws of any state or the United States, for an offense involving dishonesty, or a crime of the first or second degree.