

WORKFORCE CERTIFICATION

Notary Public Eligibility Requirements

Eligibility Requirements for Initial Appointment

1. An applicant must be at least 18 years of age or legally emancipated.
2. An applicant must reside in this state or if a nonresident, be employed in this state.
3. An applicant must reside legally in the United States and must be able to speak, read, and write the English language.
4. An applicant must possess a high school diploma or equivalent.
5. An applicant must satisfactorily complete a course of study that is approved by the Secretary consisting of not less than six hours of classroom instruction provided by a community college in North Carolina, unless the person is a licensed member of the North Carolina 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% or better.
6. 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.
7. An applicant must submit an application containing no significant misstatement or omission of fact. The application form shall be provided by the Secretary of State and be available at the Register of Deeds Office in each county. Every application shall bear the signature of the applicant written in *pen and ink*, and the signature shall be acknowledged by the applicant before a person authorized to administer oaths. (Example: Clerk of Court, Register of Deeds, or a Notary Public) The applicant shall also obtain the recommendation of one publicly elected official in North Carolina whose recommendation shall be contained on the application.
8. Article VI, Section 8 of the Constitution of North Carolina disqualifies the following persons from holding office: any person who has been adjudged guilty of treason or any other felony against this state of the United States, or any person who has been adjudged guilty of a felony in another state that would also be a felony if it had been committed in this state, or any person who has been adjudged guilty of corruption or malpractice in any office and who has not been restored to the rights of citizenship in the manner prescribed by law.

Information for Notaries Who Need to Renew:

Eligibility Requirements for Reappointment

1. An applicant must be at least 18 years of age or legally emancipated.
2. An applicant must reside in this state or if a nonresident, be employed in this state.
3. An applicant must reside legally in the United States and must be able to speak, read, and write the English language.
4. Reappointment applicants must pass a written examination approved by the Secretary of State with a score of 80% 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,
5. An applicant must purchase and keep as a reference the most recent manual (notary guidebook) approved by the Secretary of State that describes the duties, authority, and ethical responsibilities of notaries public. This can be obtained at the CVCC Bookstore.

Please look at the website for the notary division at www.sosnc.com for additional information.

Go to WPCC [Registration Form](#)

For more information, contact Tammy Barlow at tbarlow@wpcc.edu or call (828) 448-6148.