

How to Become a North Carolina Notary Public

1. Register to take the Notary Public Course at your local community college.
2. Obtain a North Carolina Notary Public Guidebook from your local community college or from The School of Government, UNC Chapel Hill, CB #3330, Knapp-Sanders Building, Chapel Hill, NC 27599-3330, phone: 919-966-4119.
3. Take the Notary Public Course and pass the notary public examination with a score of 80% or better.
4. Complete the notary public application and present it to your notary instructor for their signature after successful completion of the Notary Public Course.
<http://www.secretary.state.nc.us/notary/notforms.aspx>
5. Have the notary application notarized.
6. Obtain the endorsement of a publicly elected official on the notary application.
7. Send the notarized application to the Department of Secretary of State along with a \$50 registration fee to:

NC Secretary of State
PO Box 29626
Raleigh, NC 27626
8. Obtain the Notary Oath Notification Letter from the Department of Secretary of State.
9. Take your oath at the Register of Deeds Office in the county of your residence within 45 days of the Notary Commission issue date. The Register of Deeds' fee for taking the oath will be \$10.
10. Purchase a North Carolina notary seal.