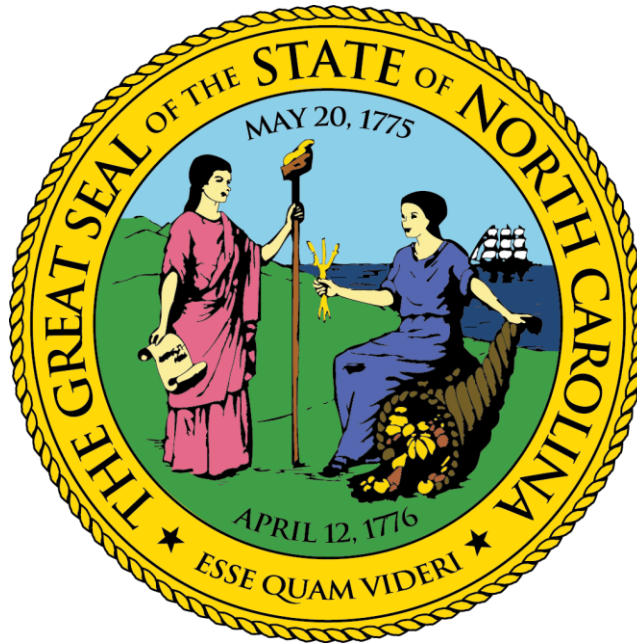


# North Carolina Department of Secretary of State



## Notary Public On-Line Exam Reporting System

### Instructions

December 8, 2017

Navigate to the website for the North Carolina Office of the Secretary of State at <http://www.sosnc.gov>.



**Secretary of State**  
Elaine F. Marshall

Our thanks to those of you who have sent us feedback with ideas for specific improvements to this new [www.sosnc.gov](http://www.sosnc.gov). We are looking at all of your suggestions and continuing to "tweak" the site as we work to make it the very best it can be!

ANNOUNCEMENTS

## Take a Virtual Tour of Our Redesigned Website

Secretary of State Elaine F. Marshall takes you on a virtual tour of our modernized website.

[Watch the Video →](#)



Elaine F. Marshall, Secretary

*Elaine F. Marshall*

### Online Services

[File an Annual Report](#) | [Submit a Creation Document](#) | [Order Documents](#) | [User Login](#)

[See All Services →](#)

## Forms by Category

[Advance Healthcare](#)

[Charitable Solicitation](#)

[Securities](#)

Select the "Divisions" drop-down menu from the top menu bar and then select the "Notary" division link in order to be brought to the main notary page.

The screenshot shows the website header for the Secretary of State, Elaine F. Marshall. The top navigation bar includes social media icons, a search icon, and links for QUICK LINKS, FORMS, FAQs, FEES, NEWS & EVENTS, ABOUT, CONTACT, SIGN OUT, and MY ACCOUNT. The main navigation bar features Home, I Want To..., Divisions (highlighted with a red arrow and an upward arrow), Topics, and Online Services. Below the navigation bar, a grid of 12 categories is displayed, each with a list of links. The 'NOTARY' link under the 'Divisions' category is highlighted with a red arrow. At the bottom of the page, there is a section titled 'Forms by Category' with a horizontal line and a list of categories including Charitable Solicitation and Securities. A URL bar at the bottom left shows 'https://www.sosnc.gov/divisions/notary'.

**Secretary of State**  
*Elaine F. Marshall*

Home I Want To... **Divisions** Topics Online Services

**BUSINESS REGISTRATION**  
[Search For A Business](#)  
[File Annual Reports Online](#)  
[Start A Business](#)  
[Online Business Services](#)

**NOTARY**  
[Renew Notary Commission](#)  
[Become A Notary](#)  
[Find A Notary](#)  
[Enforcement & Complaints](#)

**LOBBYING**  
[Look Up A Lobbyist Or Principal](#)  
[Register Online](#)  
[Forms](#)  
[File Online Expense Report](#)

**UNIFORM COMMERCIAL CODE**  
[File A UCC](#)  
[Search For A UCC](#)  
[Search For A Federal Tax Lien](#)  
[Download Forms](#)

**CHARITIES**  
[Search Our Registry](#)  
[Apply For A License Online](#)  
[Download Forms](#)  
[Annual Reports](#)

**SECURITIES**  
[For Investors](#)  
[For Securities Professionals](#)  
[For Small Business](#)  
[File A Complaint](#)

**INVESTOR PROTECTION**  
[Search Brochures](#)  
[Administrative Actions](#)  
[Newsletter & Alerts](#)  
[Contact Us Or Request A Speaker](#)

**PUBLICATIONS**  
[Brochures](#)  
[Kids Page](#)  
[Public Meetings Calendar](#)  
[Other Publications](#)

**AUTHENTICATIONS**  
[Authentication & Apostilles](#)  
[Cover Letter & Templates](#)  
[Are You Adopting?](#)  
[Verify A Document](#)

**TRADEMARKS**  
[Register A Trademark](#)  
[Search For A Trademark](#)  
[Download Forms](#)  
[Counterfeit Trademark Goods](#)

**ADVANCED HEALTHCARE DIRECTIVES**  
[Directive Lookup](#)  
[Learn About Directives](#)  
[Download Forms](#)  
[File A Directive](#)

**LAND RECORDS**  
[Register For Land Records Training](#)  
[Search Municipal Records](#)  
[Certified Mapper Qualifications](#)  
[Register For Land Records Training](#)

## Forms by Category

[Charitable Solicitation](#) [Securities](#)

<https://www.sosnc.gov/divisions/notary>

This is the Notary page. This page contains links to a wealth of resources: answers to frequently asked questions, the North Carolina General Statutes and Administrative Code, commonly used forms, Notary Instructor access, and more.



**Secretary of State**  
Elaine F. Marshall

Our thanks to those of you who have sent us feedback with ideas for specific improvements to this new [www.sosnc.gov](#). We are looking at all of your suggestions and continuing to "tweak" the site as we work to make it the very best it can be!

[Secretary of State](#) » [Notary](#)

## Notary

### Promote, Serve, and Protect Public Interests

Notaries are public officers of the State of North Carolina charged with protecting the public from fraud and forgery. The primary tools notaries use in fulfilling this statutory obligation are requiring personal appearance, positively identifying signers and recording evidence of the notarization in a journal of notary acts. Notaries have a vital role in protecting the citizens of North Carolina and facilitating commerce for those doing business in the Old North State.



## Find A Notary

To find registered Notaries near you click search and allow tracking below or enter an address:

Scroll down to the bottom of the page and select the “Notary Instructor Access” link.

The screenshot shows the top navigation bar of the Secretary of State website, featuring the state seal and the name Elaine F. Marshall. The menu includes links for Home, I Want To..., Divisions, Topics, and Online Services. Below the navigation is a grid of six content tiles: Forms, Statutes, Administrative Code, Register of Deeds Access, Notary Instructor Access, and Email Notifications. A red arrow points to the Notary Instructor Access link. Below the grid is a dark teal section titled "What We Do" with a white horizontal line. The text in this section describes the responsibilities of the Notary Public section, including administering the statewide notary program, issuing commissions, developing training materials, certifying instructors, and enforcing laws.

Secretary of State  
Elaine F. Marshall

Home I Want To... Divisions Topics Online Services

Forms Statutes Administrative Code

Register of Deeds Access Notary Instructor Access Email Notifications

## What We Do

The Notary Public section is responsible for administering the statewide notary program including issuing notary commissions to qualified applicants, developing notary training and testing materials for notary education, certifying notary instructors and enforcing the notary laws.



Sign in to the Notary Instructor Access page using your login credentials. Type in your User Name, which is your Notary Number, then your Password. (Note: If your password is still the default last 4-digits of your SSN, you will be prompted to change it to a stronger password after selecting the “Sign In” button.) Select the “Sign In” button. Only select the “Remember Me” checkbox if you are using a private, personal computer and you wish to have the browser store your login credentials for ease of access for future logins.



Our thanks to those of you who have sent us feedback with ideas for specific improvements to this new [www.sosnc.gov](#). We are looking at all of your suggestions and continuing to “tweak” the site as we work to make it the very best it can be!

[Secretary of State](#) » [Sign In](#)

# Notary Instructor Sign In

*Sign in to use our notary instructor services.*

User Name \*

Password \*

Remember me?

[Sign In](#) →

## Sign In Help

[Sign In](#)

[Forgot your password?](#)

[First time notary user?](#)

[Find your notary number](#)

[How can we make this page better for you?](#)



This is the Notary Instructor main page. This is the main hub for Notary Instructors and contains various resources such as: Notary Instructor presentations, forms, exams, brochures, and the grade entry system, from which you will be able to manage your class registrations.



Secretary of State  
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[Secretary of State](#) » [Notary](#) » [Notary Instructor](#)

## Notary Instructor

### The North Carolina Notary Public and You

The North Carolina Department of the Secretary of State Notary Public Section regulates and defines North Carolina Notary Public policy; it educates, tests, qualifies and commissions notaries public.

## Browse Notary Instructor



Scroll down to the bottom of the Notary Instructor page and select the “Grade Entry” link.

The screenshot shows the top navigation bar of the Secretary of State website. The navigation menu includes: Home, I Want To... (dropdown), Divisions (dropdown), Topics (dropdown), and Online Services (dropdown). Below the navigation bar are several resource tiles:

- [Reporting System](#)
- INVESTIGATION** Exams
- HOW WHY WHERE WHAT WHEN WHO** Resources
- Brochures
- List of Approved Handouts
- Grade Entry** (highlighted with a red arrow)

Below the resource tiles is a section titled "What We Do" with a white underline. The text in this section reads: "The North Carolina Department of the Secretary of State Notary Public Section regulates and defines North Carolina Notary Public policy; it educates, tests, [https://www.sosnc.gov/divisions/notary/instructor\\_resources](https://www.sosnc.gov/divisions/notary/instructor_resources) ic. North Carolina Notaries Public facilitate commerce when they perform the following notarial acts:"



This is the Notary Class management page. From here you can view and reprint the class rosters from previous classes as well as enter and manage current classes.



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Elaine F. Marshall

[Secretary of State](#) » [Notary Class](#) » Notary Class

# Notary Class

*Beverly Ann Champion*

## Previously Submitted Classes

Select an option:

- Last 6 Months
- All Data

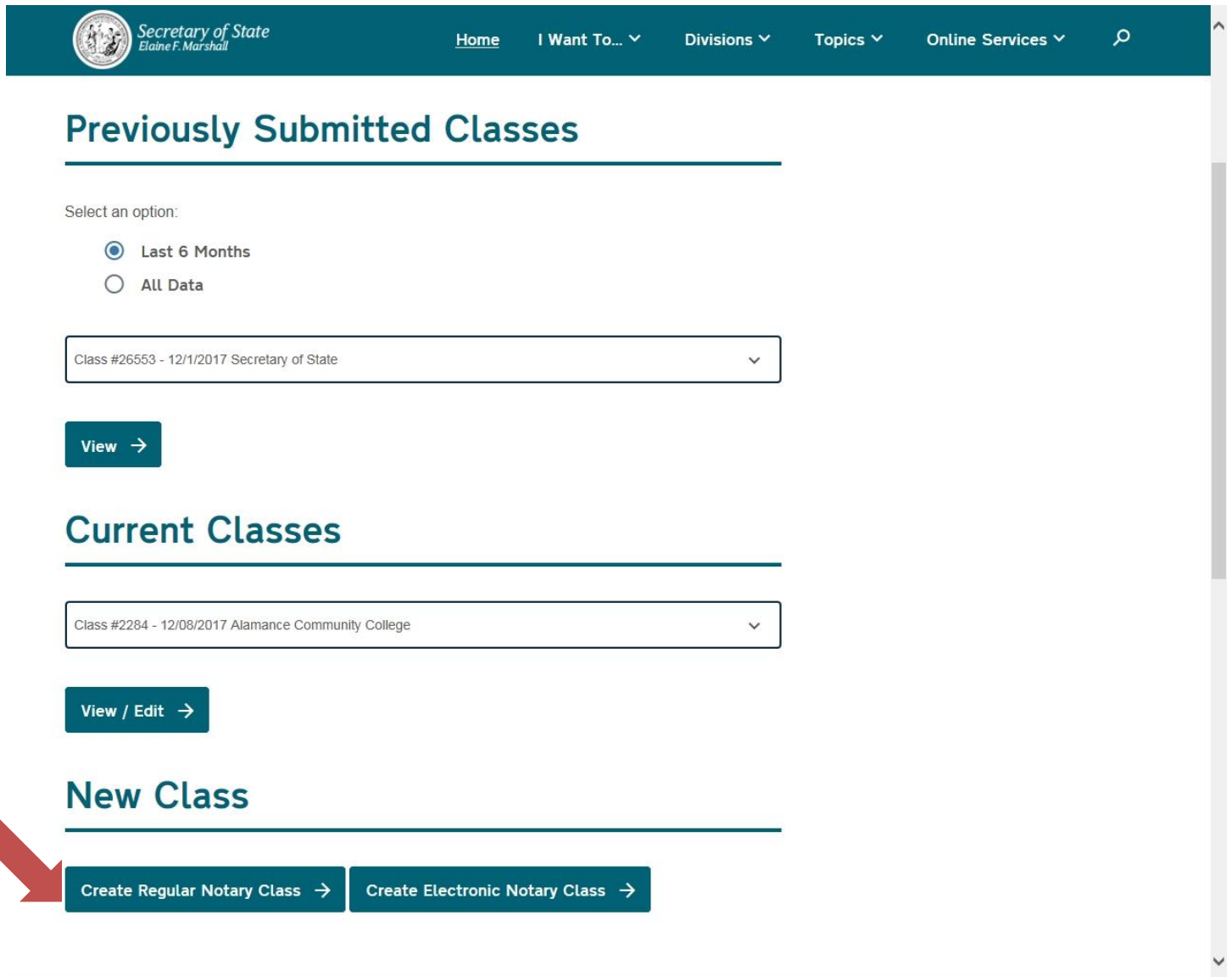
Class #26553 - 12/1/2017 Secretary of State

[View](#) →

## Current Classes

Class #2284 - 12/08/2017 Alamance Community College

Scroll down to the bottom of the page and select the “Create Regular Notary Class” button. In the event you are entering the class roster for an eNotary class, select the “Create Electronic Notary Class” button.



The screenshot shows the top navigation bar of the Secretary of State website, featuring the state seal and the name Elaine F. Marshall. The navigation menu includes links for Home, I Want To..., Divisions, Topics, and Online Services. Below the navigation bar, the page is divided into three main sections: 'Previously Submitted Classes', 'Current Classes', and 'New Class'. Each section contains a dropdown menu for selecting a specific class and a corresponding button to view or edit it. A red arrow points to the 'Create Regular Notary Class' button in the 'New Class' section.

Secretary of State  
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Home I Want To... Divisions Topics Online Services

## Previously Submitted Classes

Select an option:

Last 6 Months  
 All Data

Class #26553 - 12/1/2017 Secretary of State

View →

## Current Classes

Class #2284 - 12/08/2017 Alamance Community College

View / Edit →

## New Class

Create Regular Notary Class → Create Electronic Notary Class →

This is the class creation page for the regular notary class.



Secretary of State  
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[Secretary of State](#) » [Notary Class](#) » Regular Notary Class 26563

# Regular Notary Class 26563

*Beverly Ann Champion*

Date of Class: \*

Hours: \*

Community College:

## Students

No students listed.

[Add Student](#)

[Edit](#)

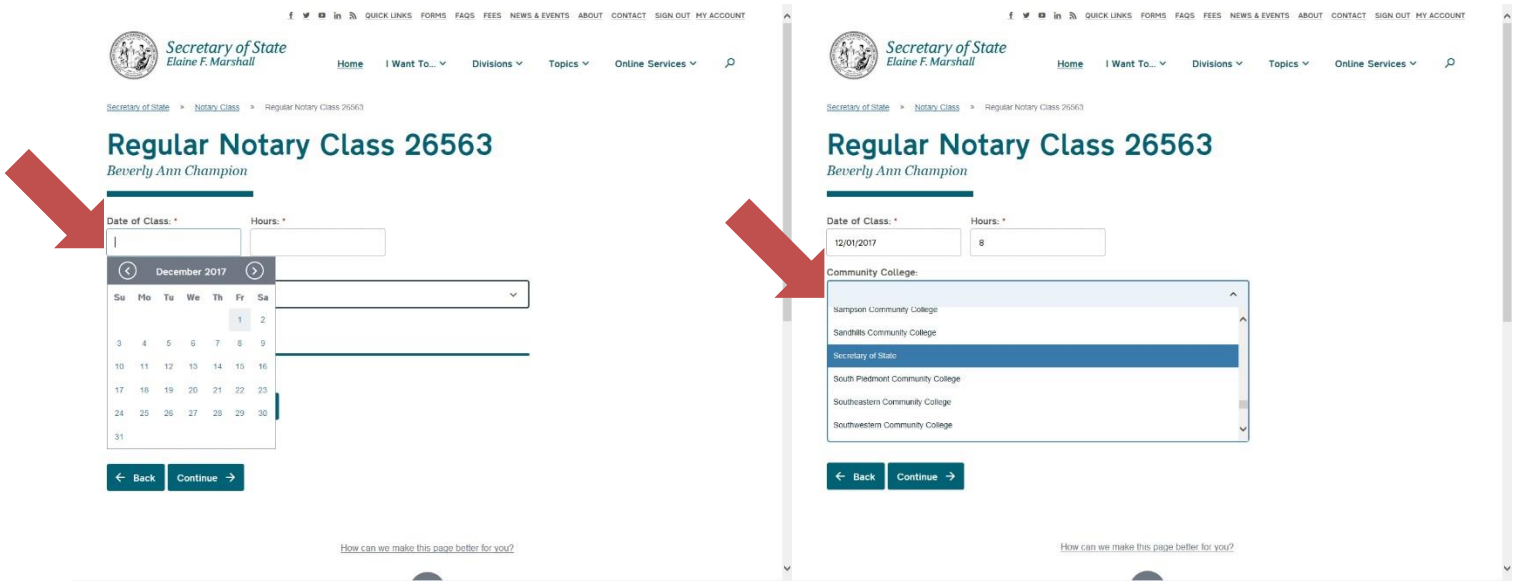
[Delete](#)

[← Back](#)

[Continue →](#)

[How can we make this page better for you?](#)

Enter the date of the class (either by typing the desired date in MM/DD/YYYY fashion or select the date from the drop-down menu), the number of class hours, and the select the location of the class from the drop-down menu. Select the "Add Student" button to add a student to your class roster.



# Regular Notary Class 26563

Beverly Ann Champion

Date of Class: \* 12/01/2017  
Hours: \* 8

Community College: Secretary of State

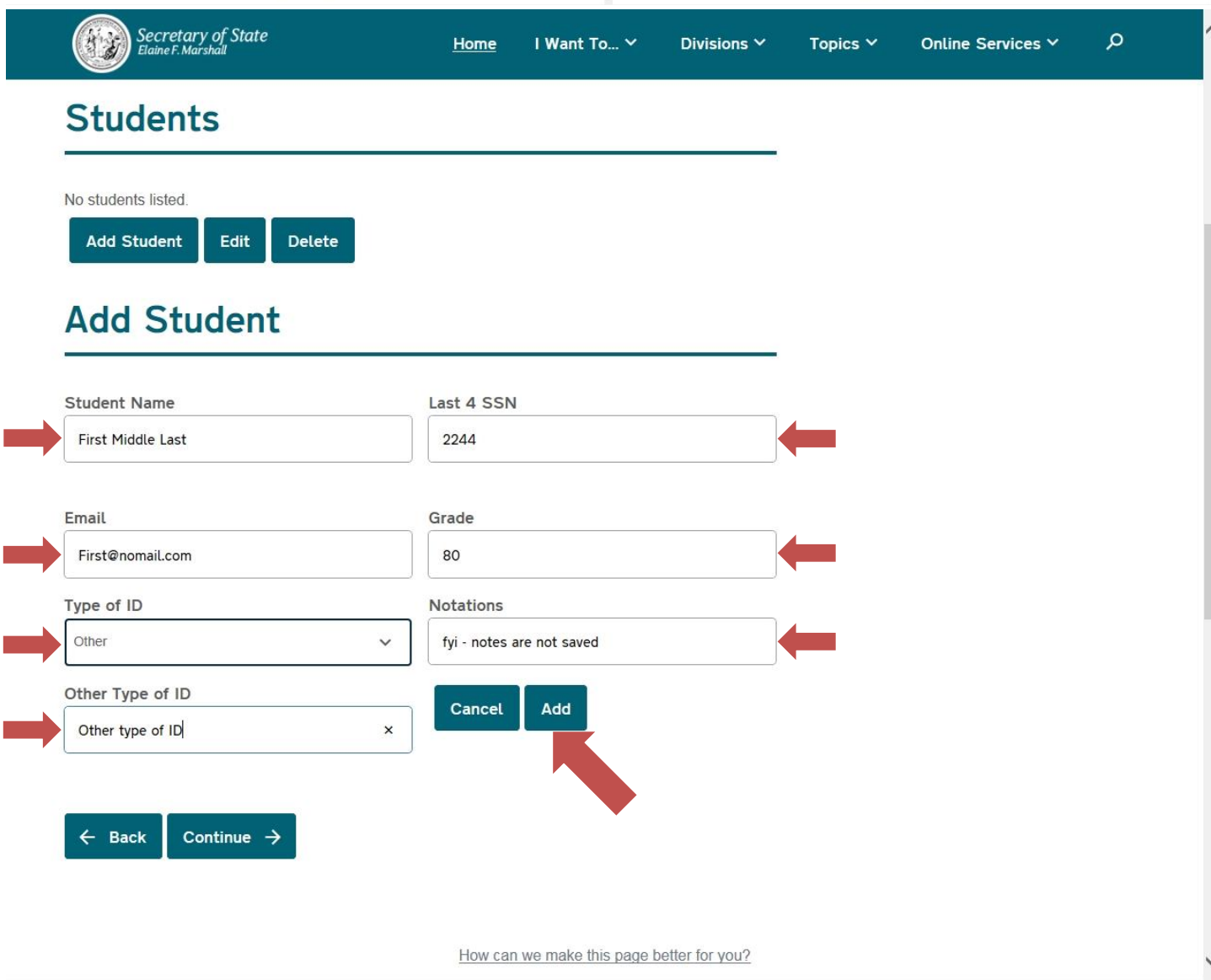
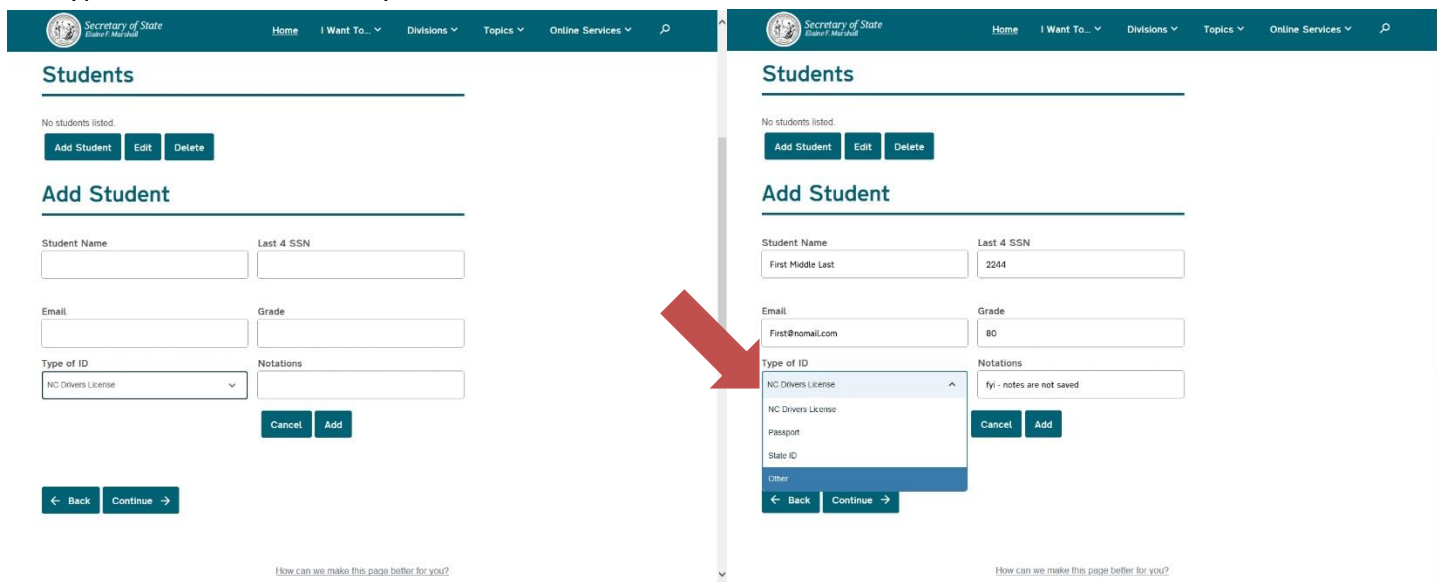
## Students

No students listed.

Add Student Edit Delete

Back Continue

Enter the Student Name, Last four digits of the SSN, Email, Grade, Type of ID used (which is a drop-down menu), and Notations (if applicable). If the "Other" type of ID is selected, another field will appear for entering the type of ID used to identify the student. Select the "Add" button to add the student to the roster.





Repeat this process for all of the remaining students until all student information has been entered. It is important that you ensure that all student information has been entered accurately, as you will not be able to edit your class roster after you have signed the confirmation statement and submitted your roster. When you are done, select the "Continue" button.



# Regular Notary Class 26563

Beverly Ann Champion

Date of Class: \*

12/01/2017

Hours: \*

8

Community College:

Secretary of State

## Students

First Middle Last

Add Student

Edit

Delete

← Back

Continue →



[How can we make this page better for you?](#)

This is the class roster preview page. Please take the opportunity to review the information for each student to ensure that it is correct. If corrections need to be made, select the “Back” button.



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[Secretary of State](#) » [Notary Class](#) » Regular Notary Class Roster For 26563

# Regular Notary Class Roster For 26563

*Beverly Ann Champion*

## Class: 26563

CLASS TYPE: REGULAR NOTARY  
LOCATION: SECRETARY OF STATE  
DATE OF CLASS: 12/01/2017  
HOURS: 8

### First Middle Last

NOTARY NUMBER:  
EMAIL ADDRESS: FIRST@NOMAIL.COM  
TEST GRADE: 80  
ID TYPE: OTHER TYPE OF ID



[← Back](#) | [Continue →](#)

[How can we make this page better for you?](#)

To make corrections, select the radio button next to the student's name and then select the "Edit" button under the "Student" section header. This will bring you back to the student information editor and allow you to correct the information for that student. If everything is correct, select the "Save" button to save the student's information and then select the "Continue" button to be brought to the confirmation page.

The screenshot shows the 'Students' management interface. At the top is a navigation bar with the Secretary of State logo and links for Home, I Want To..., Divisions, Topics, and Online Services. Below the navigation bar is the 'Students' section header. A radio button labeled 'First Middle Last' is selected, with a red arrow pointing to it. Below this are three buttons: 'Add Student', 'Edit', and 'Delete', with a red arrow pointing to the 'Edit' button. The 'Edit Student' form contains several input fields: 'Student Name' (containing 'First Middle Last'), 'Last 4 SSN' (containing '2244'), 'Email' (containing 'First@nomail.com'), 'Grade' (containing '80'), 'Type of ID' (a dropdown menu with 'Other' selected), and 'Notations' (containing 'fyi - notes are not saved'). Below these fields are 'Cancel' and 'Save' buttons, with a red arrow pointing to the 'Save' button. At the bottom of the form are 'Back' and 'Continue' buttons, with a red arrow pointing to the 'Continue' button. A feedback link 'How can we make this page better for you?' is located at the bottom right of the page.

After you have read the statement provided, type your digital signature into the “Signature” section and select the “Submit” button in order to submit your class roster. Once your class roster has been submitted, it may no longer be edited and may only be viewed.



# Regular Notary Confirm Class Data For 26563

*Beverly Ann Champion*

I certify, under penalty of perjury, that I have positively identified each of the notary students listed above and have administered the Regular Notary examination according to the Secretary of State guidelines and have accurately recorded the exam scores for each student present in the class taught on the date and location indicated above.

Signature:

Beverly Ann Champion x

(Entering your name in the above field and clicking the submit button constitutes a signature)

[← Back](#)

[Submit →](#)

[How can we make this page better for you?](#)



This is the confirmation page indicating that your class roster has been successfully submitted. You will be given the option to print or save a PDF copy of your class roster. If you wish to print your roster at this time, select the “Click here to print out the class roster for your records (optional)” link just above the “Back” button.



Secretary of State  
Elaine F. Marshall

[Secretary of State](#) » [Notary Class](#) » Regular Notary Confirm Class Data For 26563

# Regular Notary Confirm Class Data For 26563

*Beverly Ann Champion*

✓ Class submitted successfully!

[Click here to print out the class roster for your records \(optional\).](#)



← Back


[How can we make this page better for you?](#)





This is what your printed roster will look like.

1b\_45720979\_e3884dff19504a21829f8dd881db23d8.pdf - Adobe Reader  
File Edit View Window Help



## North Carolina Regular Notary Class Grade Roster

**Class ID: 26563    Date: 12/01/2017    Instructor: Champion, Beverly Ann    Class Hours: 8**

Student Name	Test Grade	Email	Id Type	Notation
First Middle Last	80	First@nomail.com	Other type of ID	fyi - notes are not saved

**I certify, under penalty of perjury, that I have positively identified each of the notary students listed above and have administered the Regular Notary examination according to the Secretary of State guidelines and have accurately recorded the exam scores for each student present in the class taught on the date and location indicated above.**

**Instructor Signature: Beverly Ann Champion                      Date: 12/01/2017**