

Identification Number	Commission Date	Expiration Date	<input type="checkbox"/> New <input type="checkbox"/> Renewal
<b>DEPARTMENT OF THE TREASURY DIVISION OF REVENUE NOTARY PUBLIC APPLICATION PHONE (609) 292-9292</b>		8) Your County of Residence	9) Your Date of Birth
<b>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.</b>			
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 Office of the State Treasurer.  
  
\*\*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. The check is to be made payable to: Treasurer, State of New Jersey.
  - d. Non-resident applicants must also file an affidavit with the Treasurer 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.
3. Notary Public and Fee Section
  - 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 database 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.

## ***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.

## ***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 State Treasurer 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.