

18 NCAC 07B .0407 INITIAL APPLICATION FOR NOTARY COMMISSION FORM

The initial application for notary commission form requires:

- (1) the information required by G.S. 10B-5, 10B-6, and 10B-7;
- (2) from the commission applicant:
 - (a) whether the applicant is a licensed member of the North Carolina State Bar;
 - (b) a residential phone number, which may be a cell phone number;
 - (c) the North Carolina notary commission number, if one was issued, and more than 12 months have elapsed since expiration;
 - (d) occupation;
 - (e) applicant's employer or status as:
 - (i) self-employed;
 - (ii) unemployed;
 - (iii) retired; or
 - (iv) a student;
 - (f) North Carolina county where employed;
 - (g) with regard to the notary course attended:
 - (i) the name of the eligible institution that offered the course;
 - (ii) the number of course hours;
 - (iii) the printed or typed name of the course instructor; and
 - (iv) the date the course was successfully completed;
 - (h) a description of included attachments, if any; and
 - (i) the declaration required by G.S. 10B-12; and
- (3) from the notary course instructor:
 - (a) certification that:
 - (i) the date, eligible institution, and printed name of the instructor are correct; and
 - (ii) the applicant successfully completed the course and therefore qualifies for consideration for a notary commission; and
 - (b) the course instructor's signature as required by G.S. 10B-6 and the date of the signature.

*History Note: Authority G.S. 10B-4;
Eff. March 1, 2025.*