

18 NCAC 07E .0103 NOMINATION BY ELIGIBLE INSTITUTION

An eligible institution may nominate a notary public to be certified as a notary instructor by:

- (1) submitting a written request to the Department addressed to the Director; and
- (2) including in its request:
 - (a) the full name of the institution;
 - (b) a request that the nominated notary be enrolled in an instructor course;
 - (c) the name of the proposed notary instructor as it appears on the notary's commission;
 - (d) a statement that the nominated instructor has consented to be nominated and has been directed to contact the Department to request an application form;
 - (e) the name, title, signature, and contact information for the individual submitting the request;
 - (f) the name and contact information for the notary course administrator of the institution, if different from the individual submitting the request;
 - (g) the date of the request; and
 - (h) a statement that upon certification as a notary instructor, the nominee will be employed by the institution as a certified notary instructor.

History Note: *Authority G.S. 10B-4; 10B-14; 10B-134.21;*
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