

ND NOTARY APPLICATION NEW / RENEWAL

ID Number:	_____
WO Number:	_____
Filed:	By: _____
Expiration Date:	_____

FILING FEE: \$36.00

- Please type or print the information required on this form and sign it before a notary public.
- State law requires all applicants to complete a notary application such as this one. After the Secretary of State receives it and the necessary fee, you will then receive from the Secretary of State a certificate which authorizes a notary seal vendor to provide you with an official notary seal, if needed. Once an impression of your seal is affixed to the certificate, the certificate must be returned to the Office of the Secretary of State. Once this is approved and filed, an official notary commission will be issued to you. The law states that you must not notarize anything until you get your official notary commission from the Office of the Secretary of State.
- If you reside in a county bordering the North Dakota State line, it will be necessary for you to complete an appointment of agent form.

1. Prefix <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		2. Applicant's Name (REVIEW INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING)		3. Social Security Number (optional)	
4. Home Mailing Address			City	State	ZIP Code
5. Work Mailing Address			City	State	ZIP Code
6. Home Telephone Number	7. Work Telephone Number	8. Email Address (optional)			
9. Spouse's Complete Name (if applicable)			10. If not a North Dakota resident, list the County and State of Residence and the North Dakota City where the applicant works (if applicable)		
11. Type of Application <input type="checkbox"/> New Commission <input type="checkbox"/> Renewal of Commission					12. Previous Expiration Date (if applicable)

13. **ALL** applicants must answer the following questions. If YES, attach a written explanation and ALL legal documentation, if applicable.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been the subject of any inquiry or investigation by any agency of the state of North Dakota?
<input type="checkbox"/>	<input type="checkbox"/>	Has any occupational license held by you in any state (including North Dakota) been censured, suspended, revoked, cancelled, or terminated; or have you been subject to any type of administrative action in any state (including North Dakota)?
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of or entered a guilty plea to any criminal offense (felony, misdemeanor or infraction) <u>other than</u> traffic violations, in any city, state or federal court?
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been a defendant in any lawsuit involving claims of fraud, misrepresentation, coercion, mismanagement of funds, breach of fiduciary duty or breach of contract?

AFFIDAVIT OF QUALIFICATIONS AND OATH OF OFFICE (in presence of a commissioned notary)

I, the undersigned, being first duly sworn, hereby state that I am over the age of eighteen, a citizen or permanent resident of the United States, a North Dakota resident, am employed in North Dakota or reside in a county that borders North Dakota and which is in a state that extends reciprocity to a notary public who resides in a bordering county of this state, and I desire to become a commissioned notary public in the state of North Dakota for a period of six years.

I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the state of North Dakota and that I will faithfully discharge the duties of the office of notary public according to the best of my ability, so help me God or under pains and penalties of perjury.

14. Signature (sign exactly as provided in box 2 above - this will be the manner in which you will sign your name when performing notarial acts)	ATTENTION: MUST BE SIGNED IN THE PRESENCE OF A NOTARY!
--	---

State	County	Notary Stamp
Signed and sworn to (or affirmed) before me on	Date	
Signature of Notary Public or Other Authorized Officer		
Commission Expiration Date (if not listed on stamp)		