

Notary Manual

Revised 2024



About Notary Manual

This manual gives an overview of all of the pages and features of the **Notary** section of the new KB website.

The screenshot shows the official website of the State of North Carolina. At the top, there is a banner for the Secretary of State, Elaine F. Marshall. Below the banner, a navigation bar includes links for About, Contact, Fees, FAQs, News & Events, Site Map, Search, Sign In, and a bell icon. A red box highlights the 'Divisions' link in the navigation bar. Below the navigation, a breadcrumb trail shows Home > Notary. The main content area is titled 'Notary' and features a dark blue sidebar with white text. The sidebar contains the title 'Promote, Serve, and Protect Public Interests' and a detailed description of what notaries do. To the right of the sidebar, a photograph shows a person's hands typing on a laptop keyboard on a wooden desk, with a telephone and a notebook nearby. Three small circular dots are at the bottom of the sidebar.

Official website of the State of North Carolina [Here's how you know](#) ▾

Secretary of State
Elaine F. Marshall

About | Contact | Fees | FAQs | News & Events | Site Map | Search | Sign In |

Divisions Programs Agency Information Online Services Forms Notary ▾

Home > 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 are requiring personal appearance, positively identifying signers and recording evidence of the notarization in a journal of notary acts.

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Notary

The Notary Division information and services can be found under the **Divisions** section of the NC Secretary of State (SOS) website.

Go to the SOS website <https://test.sosnc.gov/>.

Select **Divisions**.

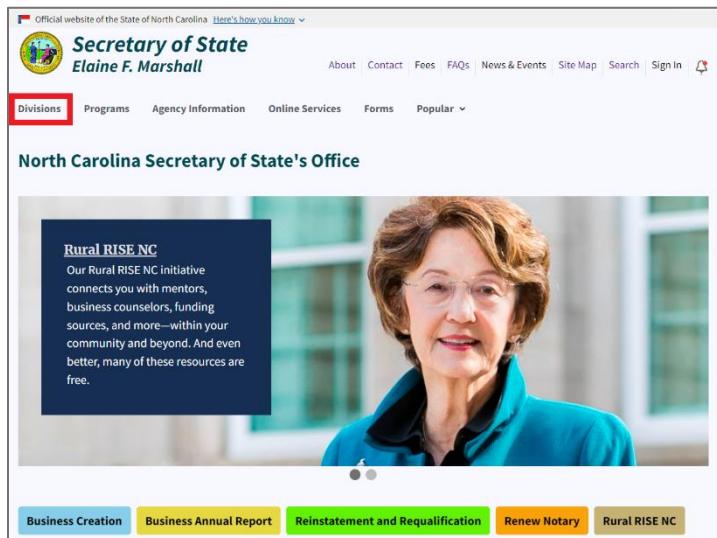


Figure 1. Divisions menu highlighted

This takes you to the Divisions page.

Select **Notary**.

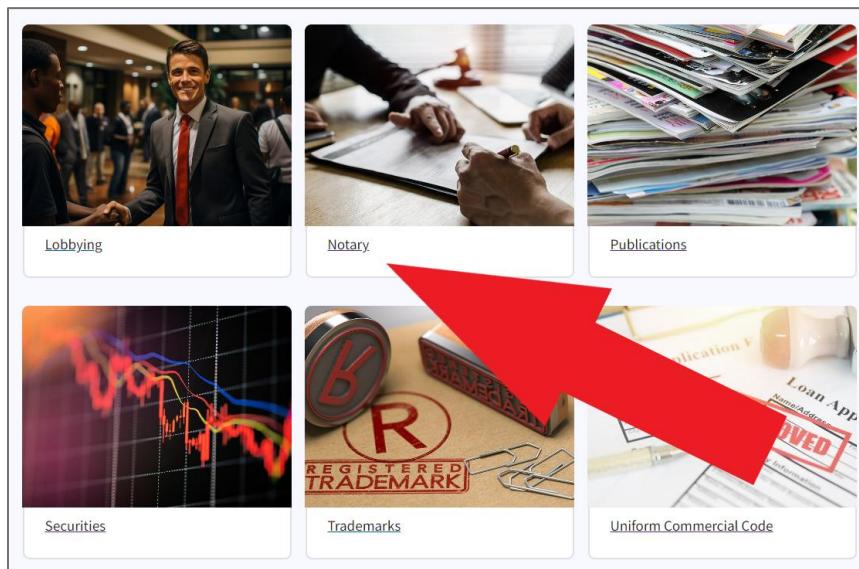


Figure 2. Notary image link

This takes you to the **Notary** page.

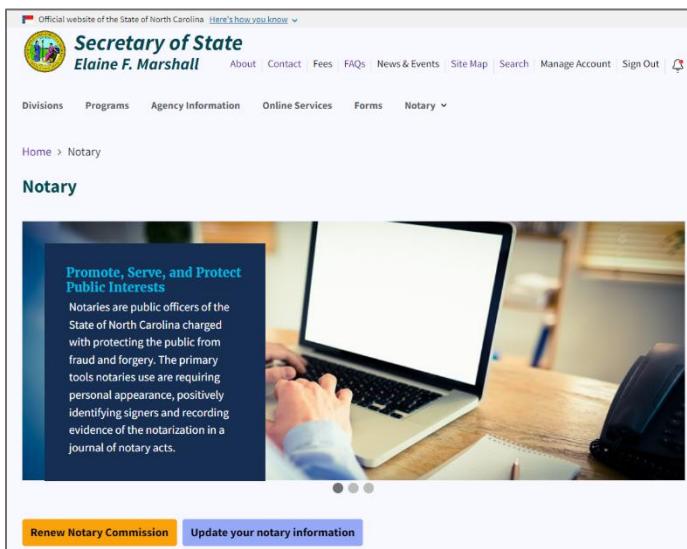


Figure 3. Charities page

You can renew your notary commission by clicking the **Renew Notary Commission** button. This takes you through the renewal process that you can find in the [Renew Notary Commission](#) section (page 9) of this manual.

To update your notary information, click the “Update Your Notary Information” button. This process is explained in the [Update Your Notary Information](#) section (page 45) of this manual.

Notary

This **Notary** page contains links and contact information for the Notary Division.

The first thing you'll notice is the large stock photo at the top with a description of a notary's mission “Promote, Serve, and Protect Public Interest.”

Find a Notary

Below the stock image is the **Find a Notary Near You** search tool.

A screenshot of the "Find a Notary Near You" search tool. It features three input fields: "Address", "City", and "Zip", each with a corresponding text input box. Below these fields are two buttons: "Search near address" and "Search near me". At the bottom of the form is a "More filters" link.

Figure 4. Find a Notary

This **Find a Notary** tool allows you to find your charity or nonprofit in the SOS Registry. After filling in the entry fields, click one of the action buttons: **Search**, **Locate Near Me**, or **Filter**.

Browse Notary

Scroll down to **Browse Notary** where you find sixteen box image links. Each box contains a stock image and link. See **Figure 5**.

The box links are:

- Remote Electronic Notarization Rulemaking
- Verify Notary Status
- Become a Notary
- Renew Your Notary Commission
- eNotary
- Update Your Notary Information
- Frequently Asked Questions
- Notary/eNotary & eCommerce Resources
- Enforcement and Complaints
- Statutes
- Administrative Code (PDF)
- Register of Deeds Access
- Notary Instructor Access
- Forms
- Order E-Notary Manual
- Notary Newsletter Archives

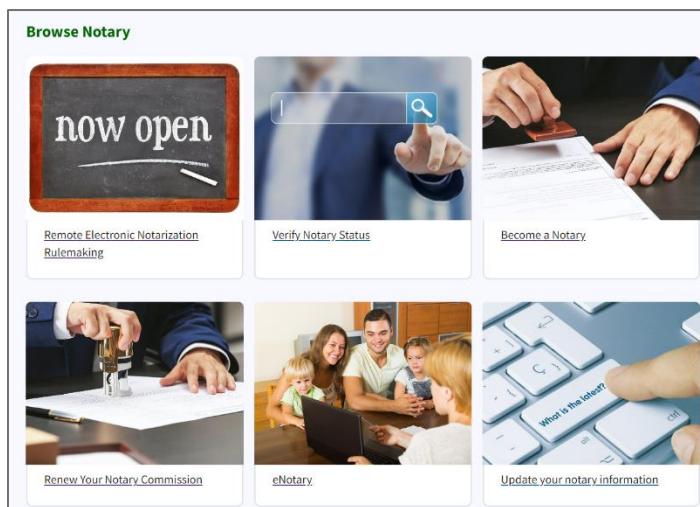


Figure 5. Browse Notary box links

Featured News

In this section, there are three of the latest news releases concerning the Notary Division.

What We Do

At the bottom is the **What We Do** section with an explanation of what the division handles:

"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."

Below that is the contact information for the Notary Division. See **Figure 6**.

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.

Contact Notary

Mailing Address	Phone
The Notary Public Section Post Office Box 29626 Raleigh, North Carolina 27626-0626	919-814-5400
	Email
	notary@sosnc.gov

Figure 6. What We Do and Contact Notary sections

Remote Electronic Notarization Rulemaking

This takes you to the Proposed Rule(s) page where you will find the latest information about Notary Enforcement and the latest news about proposed rulemaking and requests for public comment.

The three links at the bottom of the page are:

- [Advance Notices of Proposed Rulemaking and Requests for Public Comment](#)
- [Phase One Rulemaking](#)
- [Resources and links](#)

See **Figure 7**.

Official website of the State of North Carolina [Here's how you know](#) ▾

 **Secretary of State**
Elaine F. Marshall

About | Contact | Fees | FAQs | News & Events | Site Map | Search | Sign In

Divisions | Programs | Agency Information | Online Services | Forms | General Counsel ▾

Home > General Counsel > Proposed Rule(s)

Proposed Rule(s)

Notary Enforcement

This page includes the following information:

- Advance notices of proposed rulemaking and requests for public comment
- The text of the proposed rules
- An explanation of the rules and why they are being proposed
- Instructions on how and where to submit oral or written comments on the rule
- Notices of public hearings
- Any fiscal note that has been prepared for the proposed rule
- Links to useful resources

Figure 7. Proposed Rules page

Verify a Notary

Select **Verify a Notary**.

This link takes you to the **Notary Record Search** tool.

Home > Notary > Notary Record Search

Notary Record Search

First

Middle

Last

Commission County

or

Notary number

Search

This search helps verify the commission status of a specific notary. It is not a directory of notaries. To locate a notary in your area, please visit "[Find a Notary Near You](#)"

Figure 8. Notary Record Search tool

Enter the **name, commission county, or notary number**.

Click **Search**.

The results will appear in a list.

You can also search for a notary near you by selecting the link at the bottom “Find a Notary Near You.” See **Figure 9**.

Official website of the State of North Carolina [Here's how you know](#) ▾

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Divisions | Programs | Agency Information | Online Services | Forms | Notary ▾

Home > Notary > Find a Notary Near You

Find a Notary Near You

Address

City

Zip

Search near address **Search near me**

More filters

Map pins are only shown for registered Notaries who choose to provide an address.

Figure 9. Find a Notary Near Me tool

The “Find a Notary” online registry is free for notaries and the public. Notaries are able to list their contact information on the Department’s website including: the counties they serve, the hours and days of their availability, languages they speak and whether they provide eNotary services. Citizens seeking a notary can search the registry based on these criteria.

This **Find a Notary Near Me** tool allows you to find a notary in the SOS Registry. After filling in the entry fields, click one of the action buttons: **Search Near Address**, **Search Near Me**, or **More Filters**.

Enter a street address, city, state, zip code, or all three.

Click **Search**.

The results appear beneath the map.

To locate the closest notaries, simply click **Search Near Me**.

The results appear beneath the map.

To filter your search, click **More Filters**.

The results appear beneath the map.

Currently active notaries can change their listing in the directory by clicking the link "[Current Notaries Register for Find a Notary](#)."

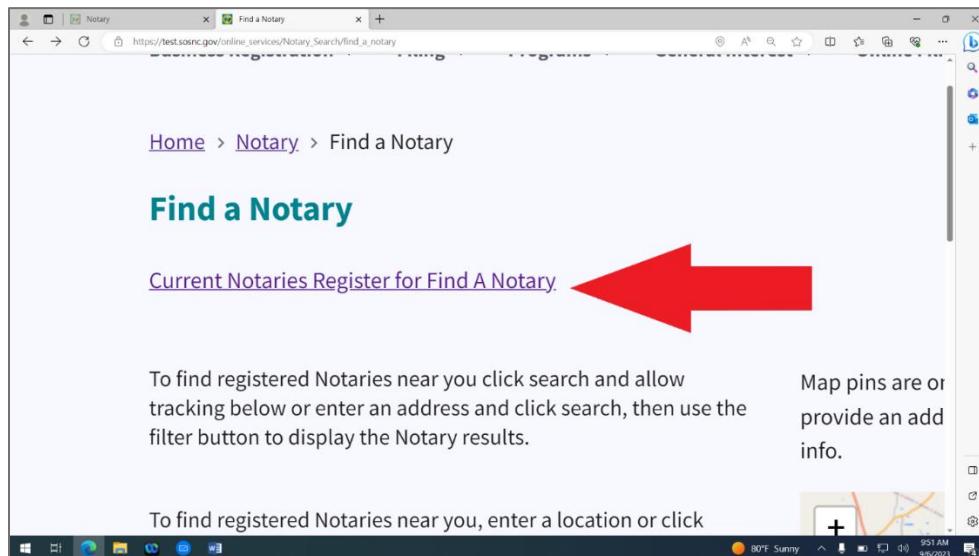


Figure 10. Current Notaries Register for Find a Notary

On this page, you can either create a new registration for the notary directory (if you're a new notary) or you can change or remove a current notary listing.

A screenshot of a web form titled "Register for Find a Notary". The form is part of a larger page with a breadcrumb navigation: Home > Notary > Register for Find a Notary. The main title is "Register for Find a Notary". Below it, there is a sample order number "sample order 19" and a note to check items for public display. A list of registration fields follows, each with a checked checkbox: Legal Name (order sample), Commission Name (Order Sample), Business Name (Text Co., Inc), Mailing Address (2 s Salisbury st raleigh, NC 27601), Business Address (111 test st raleigh, NC 22222), Business Phone ((111) 222-2222), Business Email (Bus@test.com), Fax (unchecked), Home Address (2 s Salisbury st raleigh, NC 27601), Home Phone (unchecked), Home Email (unchecked), and Available for Enotarization (Yes). There are also fields for Cell phone # and Additional email address.

Figure 11. Register to Find a Notary

Fill in the entry fields and click **Update Notary Public Registry Information**.

Become a Notary

Select **Become a Notary**.

This takes you to the **Become a Notary** page. See **Figure 12**.

Home > Notary > Become a Notary

Become a Notary

Completing the North Carolina Notary Public Application

How to Become a Notary Public in North Carolina

Qualifications to be a Notary Public in North Carolina

After viewing the videos above, use these links for additional information:

- Find a Notary Public Course Near You
 - [North Carolina Community Colleges](#)

Figure 12. Become a Notary

On this page, you find three video links:

- Qualifications to be a Notary Public in North Carolina
- How to Become a Notary Public in North Carolina
- Completing the North Carolina Notary Public Application

Below the videos, is additional information for notaries. You find links to universities and colleges with Notary Public courses. Also, there are links to [Purchase a NC Notary Public Manual](#), [Find Your Register of Deeds](#), and [Register to Become an E-Notary](#).

After viewing the videos above, use these links for additional information:

- Find a Notary Public Course Near You
 - [North Carolina Community Colleges](#)
 - [N.C. State University](#)
 - [Gaston College](#)
 - [Greensboro College](#)
 - [Guilford College](#)
- [Purchase a North Carolina Notary Public Manual](#)
- [Find your Register of Deeds](#)
- [Register to become an eNotary](#)

[Return to top](#)

Figure 13. Notary additional information links

Renew Notary Commission

Select **Renew Notary Commission**.

This takes you to the [Notary Reappointment Steps](#) page where you find a **Log In** tool with two entry fields: **Notary Number** and **Password**. See **Figure 14**.

After logging into your notary account, you can renew your notary license by following the prompts.

Home > Log in

Log in

Notary number(Required)
111111

Password(Required)

• Invalid login attempt.

Log in

Sign In Help

First time notary user?

Forgot your password?

Find your notary number

Sign In

First time notary users

Your password is the last four digits of your SSN.

Figure 14. Notary Log In

This takes you to the **Notary Reappointment Steps** page.

Home > Notary > Notary Reappointment Steps

Notary Reappointment Steps

Sample Order - Notary Number: 72661620

Commission Expiration Date: 7/5/2024

- Fill out the reappointment application.
- All applicants must mail a signed & notarized application to the Secretary of State's office.

[Return to top](#)

Figure 15. Notary Reappointment Steps page

Select **Fill out the reappointment application**.

Enter the **legal name** of the applicant.

The screenshot shows a web-based application titled "Notary Reappointment Application". At the top, there is a breadcrumb navigation: "Home > Notary > Notary Reappointment Application". Below the title, it says "Sample Order - Notary Number: 72661620". The main section is titled "Legal name of applicant". It contains four input fields: "First (Required)" with value "JennTest", "Middle" (empty), "Last (Required)" with value "TestJenn", and "Suffix" (empty). A blue "Next" button is located at the bottom left, and the footer indicates "Page 1 of 14".

Figure 16. Legal name of applicant entry fields

Click **Next**.

Enter the name the applicant wishes to be commissioned as.

The screenshot shows the same application interface as Figure 16, but the title is now "Name of applicant as you wish to be commissioned". The input fields are identical: "First (Required)" with value "JennTest", "Middle" (empty), "Last (Required)" with value "TestJenn", and "Suffix" (empty). At the bottom, there are two buttons: "Back" and "Next". The footer indicates "Page 2 of 14".

Figure 17. Commissioned name entry fields

Click **Next**.

Enter the name on the last commission.

The screenshot shows a web-based application titled "Notary Reappointment Application" with a sample order number "72661620". The main section is titled "Name on last commission". It contains fields for First, Middle, Last, and Suffix names, each with a required status indicator. The "First" field contains "JennTest", "Last" contains "TestJenn", and "Middle" and "Suffix" are empty. At the bottom are "Back" and "Next" buttons, and a page footer indicating "Page 3 of 14".

Home > Notary > Notary Reappointment Application

Notary Reappointment Application

Sample Order - Notary Number: 72661620

Name on last commission

First (Required)
JennTest

Middle

Last (Required)
TestJenn

Suffix

Back **Next**

Page 3 of 14

Figure 18. Name on last commission

Click **Next**.

Enter the mailing address.

The screenshot shows the "Mailing" section of the application. It includes fields for Address, City, State, Postal code, and County. The "Address" field contains "2 S Salisbury St", "City" contains "Raleigh", "State" dropdown shows "NC - North Carolina", "Postal code" contains "27601-2903", and "County" dropdown shows "Wake". At the bottom are "Back" and "Next" buttons, and a page footer indicating "Page 4 of 14".

Home > Notary > Notary Reappointment Application

Notary Reappointment Application

Sample Order - Notary Number: 72661620

Mailing

Address (Required)
2 S Salisbury St

City (Required)
Raleigh

State (Required)
NC - North Carolina

Postal code (Required)
27601-2903

County (Required)
Wake

Back **Next**

Page 4 of 14

Figure 19. Mailing address entry fields

Click **Next**.

Enter the **residence address**.

The screenshot shows a web-based application for a Notary Reappointment. At the top, there's a navigation bar with 'Home > Notary > Notary Reappointment Application' and a sample order number 'Sample Order - Notary Number: 72661620'. Below this, the title 'Notary Reappointment Application' is displayed in bold. A sub-section titled 'Residence' is shown. It contains fields for entering an address, city, state, postal code, and county. Each field has a placeholder text and a dropdown arrow. At the bottom of the page are 'Back' and 'Next' buttons, and a page number 'Page 5 of 14'.

Home > Notary > Notary Reappointment Application

Notary Reappointment Application

Sample Order - Notary Number: 72661620

Residence

Address (Required)
2 s Salisbury st

City (Required)
raleigh

State (Required)
NC - North Carolina

Postal code (Required)
27601

County (Required)
Wake

Back **Next**

Page 5 of 14

Figure 20. Residence address entry fields

Click **Next**.

Choose the **occupation** from the radio buttons.

The screenshot shows the next step in the application process, focusing on occupation information. The title 'Notary Reappointment Application' and sample order number are at the top. A section titled 'Occupation' lists five options with radio buttons: 'Employed' (selected), 'Retired', 'Student', 'Self-Employed', and 'Un-Employed'. At the bottom are 'Back' and 'Next' buttons, and a page number 'Page 6 of 14'.

Home > Notary > Notary Reappointment Application

Notary Reappointment Application

Sample Order - Notary Number: 72661620

Occupation

Employed
 Retired
 Student
 Self-Employed
 Un-Employed

Back **Next**

Page 6 of 14

Figure 21. Occupation information radio buttons

Click **Next**.

Enter the following Notary Information: SSN (Last 4 digits), date of birth, gender, expiration date, and commission county.

The screenshot shows a web-based application titled "Notary Reappointment Application". At the top, it displays the URL "Home > Notary > Notary Reappointment Application" and a sample order number "Sample Order - Notary Number: 72661620". The main section is titled "Notary Information" and contains the following fields:

- SSN (Last 4 digits) (Required): Input field containing "2222".
- Date of birth: Input field containing "03/03/2000" with a calendar icon.
- Gender (Required): Dropdown menu showing "Female".
- Expiration date: Input field containing "05/20/2026" with a calendar icon.
- Commission county (Required): Dropdown menu showing "Burke".

At the bottom of the form are two buttons: "Back" and "Next". A page footer indicates "Page 9 of 14".

Figure 22. SSN, DOB, Gender, Expiration Date, and Commission County entry fields

Click **Next**.

Select answers for the three questions using the dropdowns for Test Exemption Qualification.

The screenshot shows a continuation of the "Notary Reappointment Application" process. The title "Notary Reappointment Application" and sample order number are repeated at the top. The main section is titled "Test Exemption Qualification" and contains three dropdown questions:

- Were you commissioned on or before July 10, 1991? (Required): Dropdown menu showing "No".
- Has your commission been continuous since your initial appointment? (Required): Dropdown menu showing "No".
- Have you ever had a disciplinary action from the Secretary of State's office against your commission? (Required): Dropdown menu showing "No".

At the bottom of the form are two buttons: "Back" and "Next". A page footer indicates "Page 10 of 14".

Figure 23. Test Exemption Qualification dropdowns

The three questions are:

1. Were you commissioned on or before July 10, 1991?
2. Has your commission been continuous since your initial appointment?
3. Have you ever had a disciplinary action from the Secretary of State's office against your commission?

Click **Next**.

Answer five more questions by using the dropdowns for Notary Information.

The screenshot shows a web-based application titled "Notary Reappointment Application". At the top, there is a breadcrumb navigation: "Home > Notary > Notary Reappointment Application". Below the title, it says "Sample Order - Notary Number: 72661620". The main section is titled "Notary Information". It contains five dropdown questions:

- Are you a licensed member of the North Carolina State Bar? (Required)
No
- Are you a United States citizen? (Required)
Yes
- Do you speak, read and write the English language? (Required)
Yes
- Do you have a current notary manual (Current Edition: 2016 Edition)? (Required)
Yes
- If yes, which year?
2016

At the bottom of the page are two buttons: "Back" and "Next". A page number "Page 11 of 14" is located at the bottom right.

Figure 24. Notary information questions and dropdowns

The five questions are:

1. Are you a licensed member of the North Carolina State Bar?
2. Are you a United States citizen?
3. Do you speak, read, and write the English language?
4. Do you have a current Notary Manual (Current edition: 2016)?
5. If yes, which year?

Click **Next**.

Using the dropdowns, answer the two questions about crime and revocation.

The two questions are:

1. Have you ever been convicted by any court of a felony, a misdemeanor, or charged with an offense for which trial is still pending?

2. Have you ever had a professional license or notary commission denied, revoked, or suspended? Have you ever had to resign a license or commission under unfavorable circumstances?

Home > Notary > Notary Reappointment Application

Notary Reappointment Application
Sample Order - Notary Number: 72661620

Notary Information

Have you ever been convicted by any court of a felony, a misdemeanor, or charged with an offense for which trial is still pending? (Required)

Yes

Have you ever had a professional license or notary commission denied, revoked, or suspended? Have you ever had to resign a license or commission under unfavorable circumstances? (Required)

Yes

Back **Next**

Page 12 of 14

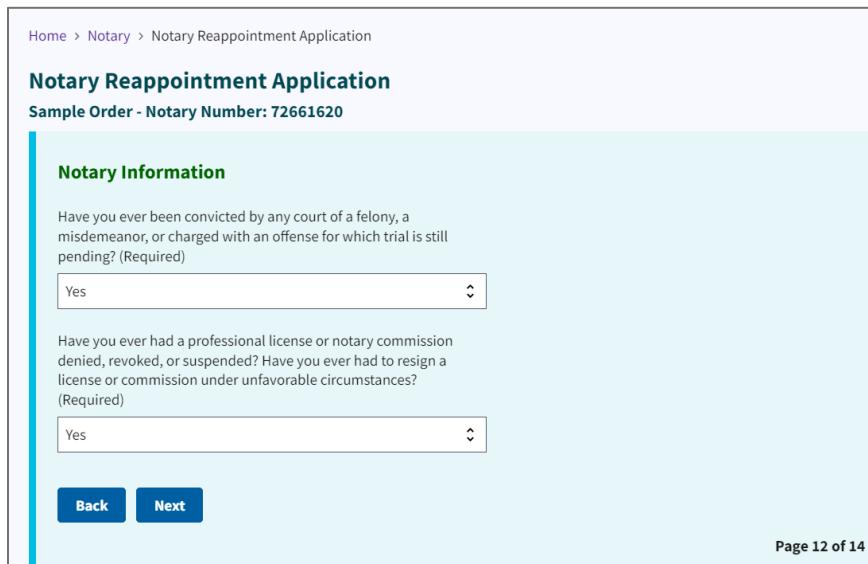


Figure 25. Crime and revocation dropdowns

Click **Next**.

This takes you to the **Attention** page.

Home > Notary > Notary Reappointment Application

Notary Reappointment Application
Sample Order - Notary Number: 72661620

Attention

You may continue with the application process. You must agree to comply with the requirements and upon completion of the requirement(s) mail proof of fulfillment to the North Carolina Notary Public Section along with the application.

On your application you answered "Yes" to one or more of the following questions:

- Have you ever been convicted by any court of a felony, a misdemeanor, or charged with an offense for which trial is still pending?
- Have you ever had a professional license or notary commission denied, revoked, or suspended? Have you ever had to resign a license or commission under unfavorable circumstances?

You must submit the required information stated in the instructions if you answered "Yes" to the above question(s) before being considered for re-commission.

Back **I will comply to the requirements** **I am currently not interested in applying for re-commission**

Page 13 of 14

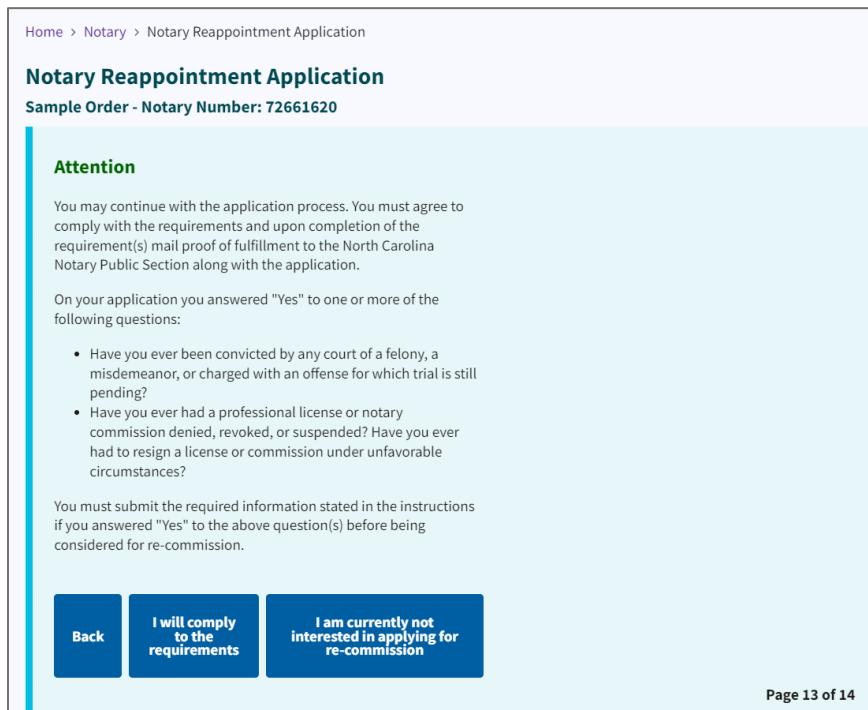


Figure 26. Attention page

The Attention page gives the following instructions:

You may continue with the application process. You must agree to comply with the requirements and upon the completion of the requirement(s), mail proof of fulfillment to the North Carolina Notary Public Section along with the application.

On your application, you answered “Yes” to one or more of the following questions:

Click the button that applies to you.

The two button choices are:

1. I will comply with the requirements.
2. I am currently not interested in applying for re-commission.

For this example, we selected “I will comply with the requirements.”

Select **“I will comply with the requirements.”**

Once you have filled out and submitted the application, you will need to take the reappointment test.

The screenshot shows a web page titled "Notary Reappointment Steps". At the top, there is a breadcrumb navigation: "Home > Notary > Notary Reappointment Steps". Below the title, it says "Sample Order - Notary Number: 72661620". A large green box contains the text "Commission Expiration Date: 7/5/2024" followed by a bulleted list of instructions: "Take the reappointment test.", "All applicants must mail a signed & notarized application to the Secretary of State's office.", and "* Print out the application.". At the bottom of the page, there is a link "Return to top".

Figure 27. "Take the Reappointment Test" link

Select **“Take the Reappointment Test.”**

After taking the test, you (applicant) must mail a signed and notarized application to the Secretary of State’s Office.

There is a second link to **“Print out the application.”**

Take the appropriate actions for notary appointment as listed above.

This takes you to the **Notary Test Start Page**.

The screenshot shows a web page titled "Notary Test Start Page". At the top, there is a breadcrumb navigation: "Home > Notary Test > Notary Test Start Page". Below the title, a text box contains instructions: "This is the notary reappointment test. The test has 20 questions. Once you click the start button, you will have 30 minutes to complete the test." Another text box below states: "Notaries Public seeking reappointment should take the exam **independently**. Seeking help from another person is prohibited when taking the exam, however, the current Notary Public Manual for North Carolina may be used as a referral source." A blue "Start Test" button is located at the bottom left of the main content area. At the very bottom of the page is a link "Return to top".

Figure 28. Notary Test Start Page

Click **Start Test**.

This takes you to the **Notary Test Question Page**.

The screenshot shows a web page titled "Notary Test Question Page". At the top, there is a breadcrumb navigation: "Home > Notary Test > Notary Test Question Page". Below the title, a text box displays "Time Remaining 29:56". The main content area contains a question: "The required components for all acknowledgments in general are set by statute." Two radio buttons are provided for the answer: "True" and "False". At the bottom of the page are two buttons: "Next" and "Finish and Grade". In the bottom right corner, the text "Question #1 of 20" is displayed.

Figure 29. Notary Test Question Page

Click your answer: **True or False**.

Click **Next** to continue to the next question (20 questions in all).

Let's say you entered all the answers for all 20 question, and you click **Finish and Grade**. Obviously, you will not pass the test if you only answer one question.

This is what the rest of the process will look like if you do not pass the test.

A Notary Test Warning will appear.

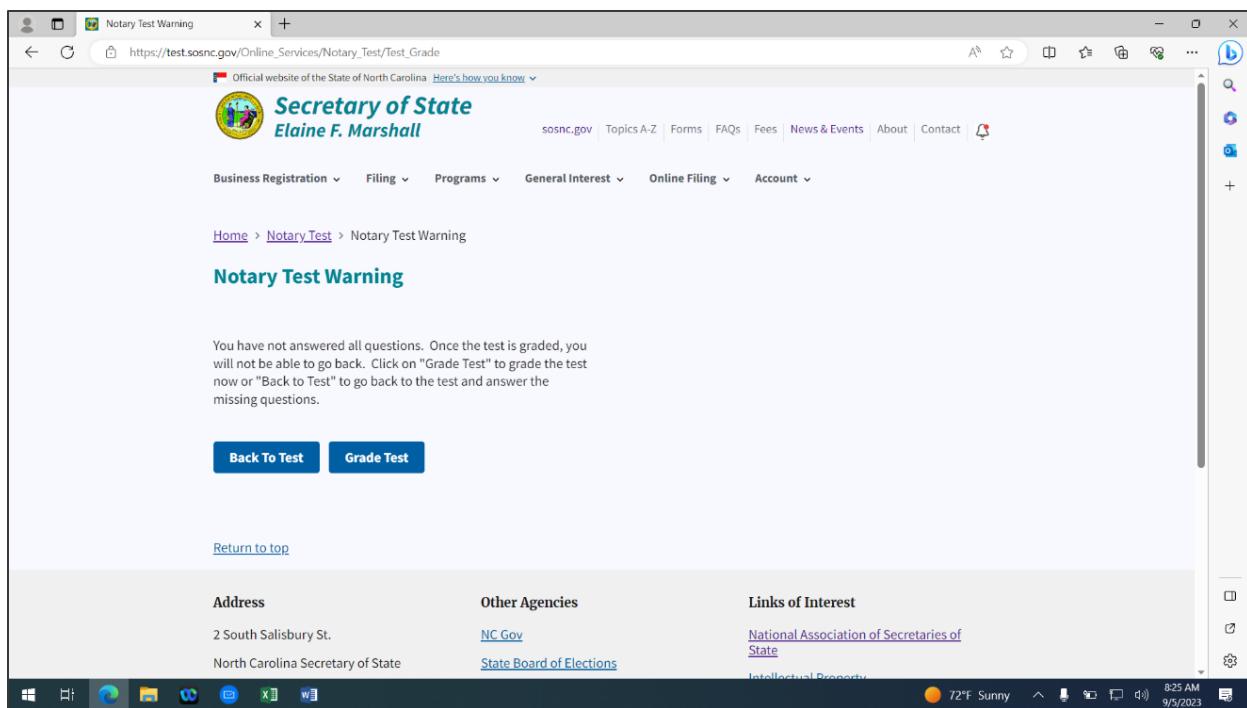


Figure 30. Warning page

If you want to go back and finish the rest of the test, click **Back to Test**. If you have finished all of the questions, click **Grade Test**.

For this example of a failed test, click **Grade Test**.

This takes you to the **Exam Results** page.

Exam Results

Category	Score
Exam Graded Date:	6/26/2024
Exam Status:	Sorry, you failed the test. A score of 80% is required to pass this test.
Exam Grade:	0%
Total Questions:	20
Correct Answers:	0

Breakdown of answers correct by question group	
Statutory Authority:	0%
Jurisdiction:	0%
Commissioning:	0%
Powers and Duties:	0%
Qualifications:	0%
Enforcement and Penalties:	0%
Specific Acts:	0%
Satisfactory Evidence of I.D.:	0%

Pursuant to North Carolina Administrative Code section 07B .0201, a person who has failed the examination three times must comply with the following:
Attend a Notary Public course of instruction, complete a new application and pay another non-refundable \$50.00 commissioning fee.

Next Step - View Incorrect Answers

Figure 31. Exam Results page

At the bottom of the Exam Results page, click **Next Step – View Incorrect Answers**.

This takes you to the **Exam Incorrect Answers** page.

At the bottom of this page, click **Continue**.

Exam Incorrect Answers

The required components for all acknowledgments in general are set by statute.:	TRUE; See G. S. 10B-40 Notarial Certificates in General
Documents from other states or countries cannot be notarized in North Carolina unless the Notary has been registered in Washington, DC.:	See G. S. 10B-9, and G. S. 10B-20(f).
The Notary's commission name does not have to match the name in the seal or stamp.:	FALSE; The Notary's official seal shall include the Notary's name exactly as commissioned. See G. S. 10B-37(b)
A Notary Public is not allowed by statute to notarize wills of relatives.:	See G.S. § 10B-20(c)(5) and (c)(6). Powers and limitations.

Figure 32. Click Continue button

This takes you to the **Commission Expiration Date** page.

Notary Reappointment Steps

Sample Order - Notary Number: 72661620

Commission Expiration Date: 7/5/2024

Pursuant to North Carolina Administrative Code section 07B .0201, a person who fails the examination three times must comply with the following: Attend a Notary Public course of instruction, complete a new application and pay another non-refundable \$50.00 commissioning fee.

Pursuant to North Carolina Administrative Code section 07B .0201, a person who fails the examination three times must comply with the following: Attend a Notary Public course of instruction, complete a new application and pay another non-refundable \$50.00 commissioning fee.

If the applicant were to pass their test, the applicant would select **Grade Test** on the final question (#20) page.

This takes them to a confirmation of their test completion.

You can search for your notary registration by using the **Find a Notary** search tool.

Find a Notary

[Current Notaries Register for Find A Notary](#)

To find registered Notaries near you click search and allow tracking below or enter an address and click search, then use the filter button to display the Notary results.

To find registered Notaries near you, enter a location or click "Find My Location"

7635 Filgate Court

City

State

NC - North Carolina

Zip

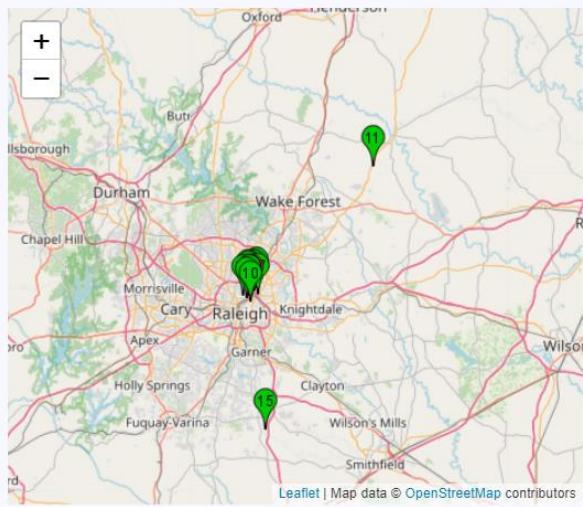
27615

[Search](#)

[Locate Near Me](#)

[Filter](#)

Map pins are only shown for registered Notaries who choose to provide an address. Use the map or buttons to view Notary info.



[Previous](#)

[Next](#)

Figure 34. Find a Notary

eNotary

Select eNotary.

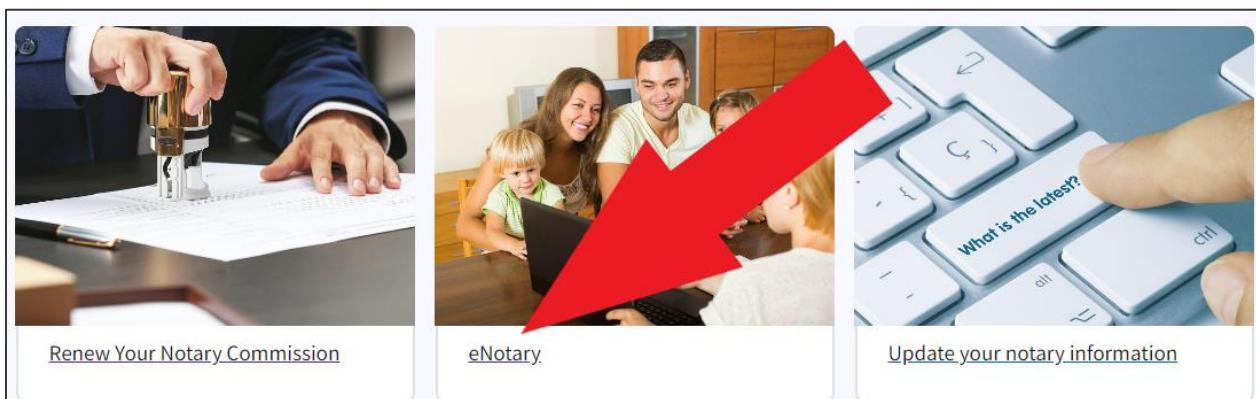


Figure 35. A red arrow points to the eNotary link

This link takes you to the eNotary page.

The screenshot shows the official website of the State of North Carolina, specifically the eNotary section. The top navigation bar includes links for About, Contact, Fees, FAQs, News, Site Map, Search, Sign In, and a notification bell icon. Below the navigation is a breadcrumb trail: Home > Notary > eNotary. The main content area is titled "eNotary" and contains a dark blue sidebar with the text "eNotary=Paperless Transactions" and a detailed description of the electronic notarization process. To the right of the sidebar is a photograph of a person's hands typing on a laptop keyboard on a wooden desk.

Figure 36. E-Notary main page

A description of the eNotary section states:

eNotary=Paperless Transactions

Electronic notarization is the digital process of adding an electronic notary signature and seal to an electronic document, eliminating the need for physical paperwork. This method upholds the usual security measures by ensuring the eNotary and signer are physically present together.

Browse eNotary

The Browse eNotary section has nine box image links:

- Become an eNotary
- eNotary Registration
- eNotary Solution Providers
- Notary/eNotaory and eCommerce Resources
- Electronic Mortgage Closing
- Electronic Recording
- Electronic Commerce Pilot Program
- Statutes
- Administrative Code (PDF)

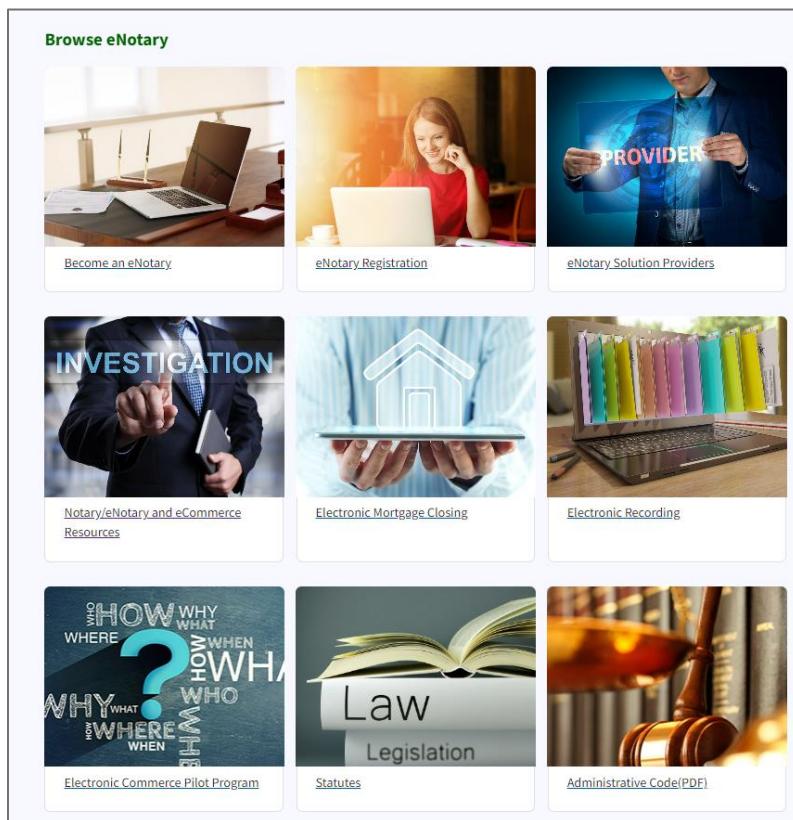


Figure 37. Browse eNotary section

Become an eNotary

The Become an eNotary page has links to educational bodies that offer the eNotary course.

These educational bodies are: local community colleges (search for one near you), N.C. State University, Gaston College, Greensboro College, and Guilford College.

The screenshot shows the official website of the State of North Carolina. At the top, there is a banner with the text "Official website of the State of North Carolina [Here's how you know](#) ▾". Below the banner is the "Secretary of State" logo featuring a seal and the name "Elaine F. Marshall". The main navigation menu includes links for "About", "Contact", "Fees", "FAQs", "News", "Site Map", "Search", and "Sign In". Below the menu, there are links for "Divisions", "Programs", "Agency Information", "Online Services", "Forms", and "eNotary". The "eNotary" link is expanded, showing a sub-menu with the following items:

- Find an eNotary Course Near You
 - [Find your local community college](#)
 - [N.C. State University](#)
 - [Gaston College](#)
 - [Greensboro College](#)
 - [Guilford College](#)
- [Find your Register of Deeds](#)
- [Register to become an eNotary](#)

Figure 38. Become an eNotary page

You can find your local Register of Deeds by selecting the link “Find your Register of Deeds.”

The “Find Your Register of Deeds” link takes you to the N.C. Association of Registers of Deeds website. See **Figure 39**. You can find your local Register of Deeds by using their interactive map.

The screenshot shows the homepage of the North Carolina Association of Registers of Deeds (NCARD). The header features the NCARD logo and navigation links for "Home", "About NCARD", "Legislation & News", "Services", "Contact Us", and "Links". The main content area has a large banner with a lighthouse image and the text "Find Your Register of Deeds". Below the banner is a map of North Carolina with county boundaries and names. A callout box on the map says "Please select a county below for more details. click the map or select from the drop down menu".

Figure 39. NC Association of Registers of Deeds website

To become an eNotary, you will need to complete the required eNotary course and then register to become an eNotary. Here we will discuss how to register to become an eNotary.

Select **Register to Become an eNotary**.

This takes you to the Notary **Log In** page.

Home > Log in

Log in

Notary number(Required)

Password(Required)

Log in

Sign In Help

- [First time notary user?](#)
- [Forgot your password?](#)
- [Find your notary number](#)
- [Sign In](#)

Figure 40. Notary log in page

This takes you to the **eNotary Appointment Steps** page.

Home > Notary > E-Notary Appointment Steps

E-Notary Appointment Steps

Sample Order - Notary Number: 72661620

Commission Expiration Date: 7/5/2024 12:00:00 AM

- [Fill out the e-notary application.](#)
- Make an ACH or credit card payment online or mail a check along with your notary application.
- * Print out the application.
- Stamp the application with your seal.
- Have the application notarized.
- Send the completed application to the Secretary of State's Office.

Figure 41. E-Notary Appointment Steps

Select the **Fill Out the eNotary Application** link.

This link takes you to the first step in the process of registering as an eNotary.

Enter your full **legal name**.

The screenshot shows a web-based application for a 'Sample Order - Notary Number: 72661620'. The title 'E-Notary Appointment Application' is at the top. A vertical blue sidebar on the left contains the text 'Legal Name'. The main area has four input fields: 'First (Required)' containing 'JennTest', 'Middle' (empty), 'Last (Required)' containing 'TestJenn', and 'Suffix' (empty). Below the fields is a blue 'Next' button. At the bottom right is the text 'Page 1 of 13'.

Figure 42. Legal Name entry fields

Click **Next**.

Enter the applicant's name as you would like it to appear on the commission.

The screenshot shows the same application interface. The title 'Sample Order - Notary Number: 72661620' and sidebar 'Name of applicant as you wish to be commissioned' are visible. The input fields for 'First (Required)', 'Middle', 'Last (Required)', and 'Suffix' are identical to Figure 42. Below the fields are two buttons: 'Back' and 'Next'. At the bottom right is the text 'Page 2 of 13'.

Figure 43. Applicant name for commissioning

Click **Next**.

Enter the **name last commissioned**.

The screenshot shows a web-based application for a Notary Appointment. At the top, there is a navigation bar with links to 'Home', 'Notary', and 'Sample Order - Notary Number: 72661620'. Below this, the title 'Sample Order - Notary Number: 72661620' is displayed, followed by 'E-Notary Appointment Application'. A vertical blue sidebar is on the left. The main content area is titled 'Name on last commission'. It contains four input fields: 'First (Required)' with the value 'JennTest', 'Middle' (empty), 'Last (Required)' with the value 'TestJenn', and 'Suffix' (empty). At the bottom of the page are two buttons: 'Back' and 'Next'. In the bottom right corner, it says 'Page 3 of 13'.

Figure 44. Name last commissioned

Click **Next**.

Enter the **mailing address**.

The screenshot shows the next step in the application process, titled 'Mailing Address'. It includes five input fields: 'Mailing address (Required)' with the value '123 Main St', 'City (Required)' with the value 'Selma', 'State (Required)' with the value 'NC - North Carolina', 'Postal code (Required)' with the value '27576', and 'County (Required)' with the value 'Johnston'. The 'Back' and 'Next' buttons are at the bottom, and 'Page 4 of 13' is in the bottom right corner.

Figure 45. Mailing address entry fields

Click **Next**.

Enter the residence address.

Home > Notary > Sample Order - Notary Number: 72661620

Sample Order - Notary Number: 72661620
E-Notary Appointment Application

Residence Address

Residence address (Required)
123 Main St

City (Required)
Selma

State (Required)
NC - North Carolina

Postal code (Required)
27576

County (Required)
Johnston

Back **Next**

Page 5 of 13

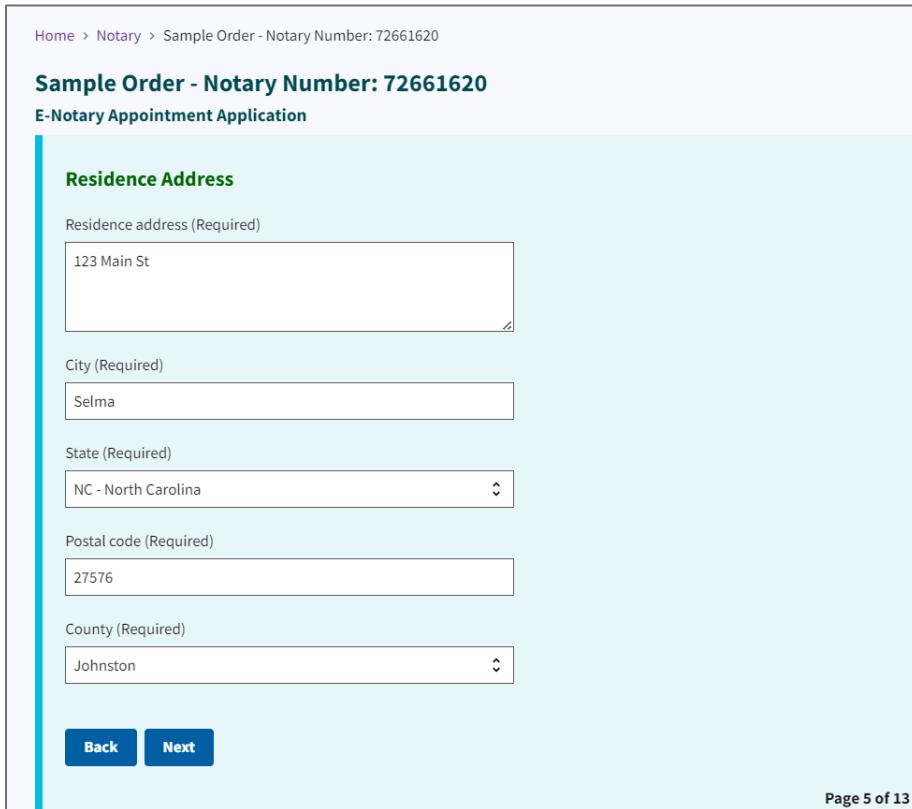


Figure 46. Residence address entry fields

Click **Next**.

Select the occupation.

Home > Notary > Sample Order - Notary Number: 72661620

Sample Order - Notary Number: 72661620
E-Notary Appointment Application

Occupation

Employed
 Retired
 Student
 Self-Employed
 Un-Employed

Back **Next**

Page 6 of 13

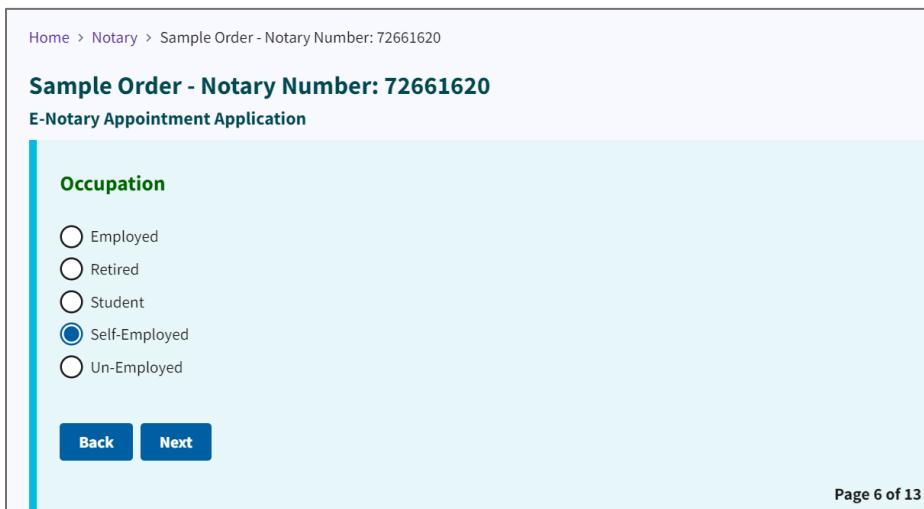


Figure 47. Occupation radio buttons

Click **Next**.

Enter the **Business Address**.

The screenshot shows a web-based application for a Notary. At the top, there's a navigation bar with links to 'Home', 'Notary', and a specific 'Sample Order - Notary Number: 72661620'. Below this, the title 'Sample Order - Notary Number: 72661620' is displayed, followed by 'E-Notary Appointment Application'. A section titled 'Business Address' contains several input fields: 'Business address (Required)' with the value '123 First Street'; 'City (Required)' with the value 'Mebane'; 'State (Required)' with the value 'NC - North Carolina'; 'Postal code (Required)' with the value '27302'; and 'County (Required)' with the value 'Alamance'. At the bottom of this section are two buttons: 'Back' and 'Next'. A page number 'Page 7 of 13' is located at the bottom right.

Figure 48. Business address entry fields

Click **Next**.

This screenshot shows the next step in the application process. The title 'Sample Order - Notary Number: 72661620' and 'E-Notary Appointment Application' are at the top. A section titled 'Contact Information' contains four input fields: 'Business phone' with the value '(111) 222-9222'; 'Home phone (Required)' with the value '(555) 555-5555'; 'Fax' (an empty field); and 'Email address' with the value 'LLogan@sosnc.gov'. At the bottom are 'Back' and 'Next' buttons, and the page number 'Page 8 of 13' is at the bottom right.

Figure 49. Phone, Fax, and Email entry fields

Click **Next**.

Sample Order - Notary Number: 72661620

E-Notary Appointment Application

SSN (Last 4 Digits) (Required)

Date of birth (Required)



Gender (Required)

[Back](#)[Next](#)

Page 9 of 13

Figure 50. SSN, DOB, and Gender entry fields

Click Next.

Enter the Expiration Date.

Select the Commission County.

Sample Order - Notary Number: 72661620

E-Notary Appointment Application

Expiration Date



Commission county (Required)

[Back](#)[Next](#)

Page 10 of 13

Figure 51. Expiration Date and Commission County entry fields

Click Next.

Sample Order - Notary Number: 72661620

E-Notary Appointment Application

Notary Class

Have you completed an Electronic Notary Course? (Required)

No



If Yes, which educational organization did you attend?

Tech School

Instructor (if available)

Mr. E Notary

Date attended

4/1/2026



Number of class hours.

1

[Back](#)

[Next](#)

Page 11 of 13

Figure 52. Notary Class entry fields

Click **Next**.

Sample Order - Notary Number: 72661620

E-Notary Appointment Application

Have you ever had a revocation, annulment, or other premature termination of any registered device due to misuse or compromise of the device? (Required)

No



[Back](#)

[Next](#)

Page 12 of 13

Figure 53. Revocation question dropdown

Click **Next**.

Review your filing in the Preview Filing window.

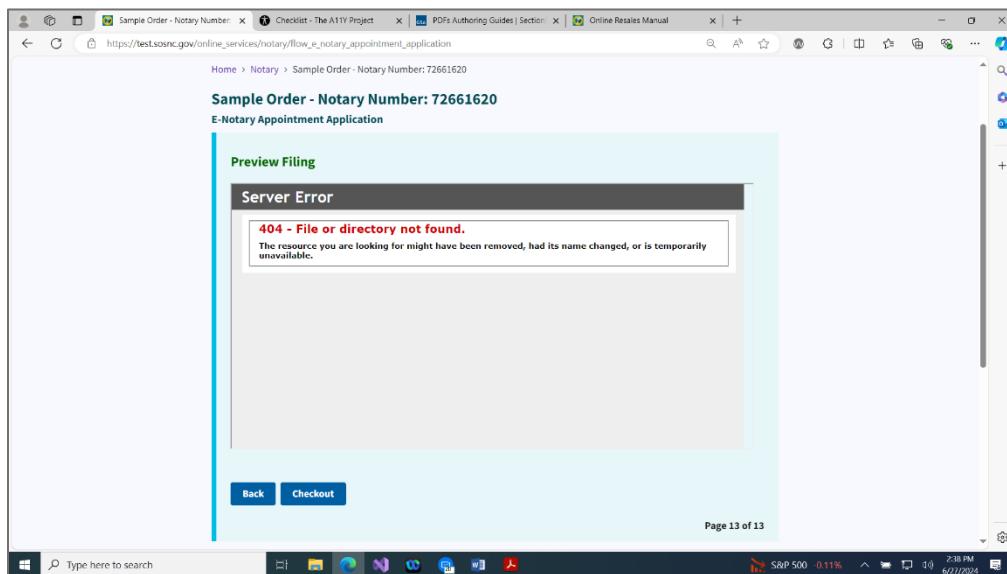


Figure 54. Preview Filing page

Click **Checkout**.

Select the **Payment Type**.

A screenshot of a web page titled 'Submit a Filing'. The top navigation bar shows 'Home > Online Services > Submit a Filing'. The main content area has a green header 'Fees & Payment'. It lists the following fees:

- FilingFee \$50.00
- ElectronicTransactionFee* \$3.00
- TotalPayment \$53.00

A note below states: '* NOTE: Fees are not refundable'. Below this is a section titled 'Payment Details' with a heading 'Payment type'. A dropdown menu is open, showing 'Checking Account (ACH) 0028'. A note below the dropdown reads: 'By clicking "Submit" below, I authorize the Secretary of State to debit my pre-established ACH (Automatic Clearing House) [bank account](#) for the total amount of fees indicated above.' At the bottom is a blue 'Pay and Submit' button.

Figure 55. Checkout page

Click **Pay and Submit**.

The **Fees and Payment** page shows your receipt in a preview window.

Fees & Payment

FilingFee \$50.00
ElectronicTransactionFee* \$3.00
TotalPayment \$53.00

* NOTE: Fees are not refundable

Payment Details

[Download a receipt for your records: 20856552\(PDF\)](#)

Receipt

... | 1 of 1 ...

 Test Carolina Department of The Secretary of Test
Invoice Number: 20856552

Billing Information
Sample Order
1223323333 S Salisbury St
Raleigh, NC 27601-2903
Contact: Sample Order

Invoice Number: 20856552
Customer Id Number: 200088713
Invoice Date: 6/27/2024
Account Type: Payment Upfront
Ship Via: Online

Invoiced Items

Description	Certificate Number	Customer Reference	Qty	Pages	Item Cost	Total	Due
E-Notary Initial Sample Order 1220 0511 435100073	118687776		1		\$50.00	\$50.00	
Electronic Transaction Fee (File/Task#) 2120 0502 437993	118687777		1		\$2.00	\$2.00	

Figure 56. PDF copy of receipt

Select the “Download a receipt for your records” link.

This link takes you to a downloadable and printable PDF copy of your receipt.

eNotary Registration

Select **eNotary Registration**.

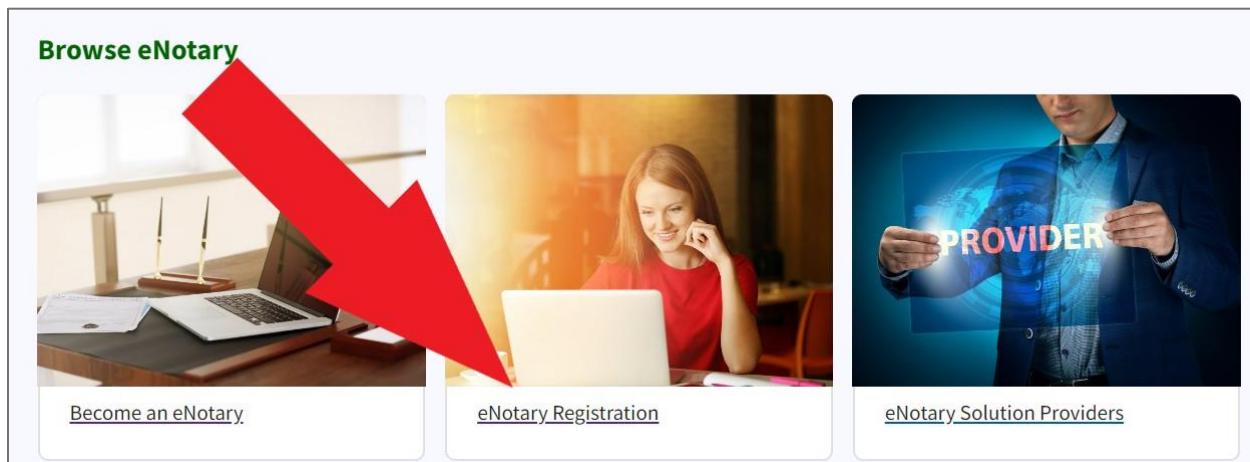


Figure 57. A red arrow points to the eNotary Registration link

This link takes you to the **Log In** page if you have not already logged into your NC SOS website account.

The image shows a "Log in" form. At the top left, there is a breadcrumb navigation: "Home > Log in". The form has two input fields: "Notary number(Required)" and "Password(Required)". Below the fields is a blue "Log in" button.

Figure 58. Log In page

On the E-Notary Appointment Steps page you see the expiration date for your commission.

Select the **Print Out the Application** link.

E-Notary Appointment Steps

Sample Order - Notary Number: 72661620

Commission Expiration Date: 7/5/2024 12:00:00 AM

- Fill out the e-notary application.
 - Complete
- Make an ACH or credit card payment online or mail a check along with your notary application.
 - Complete
- * Print out the application.
- Stamp the application with your seal.
- Have the application notarized.
- Send the completed application to the Secretary of State's Office.

Figure 59. Print link

The instructions state:

1. Fill out the eNotary application.
2. Make an ACH or credit card payment online or mail a check along with your notary application.
3. Print out the application.
4. Stamp the application with your seal.
5. Have the application notarized.
6. Send the completed application to the Secretary of State's Office.

eNotary Solution Providers

Select **eNotary Solution Providers.**

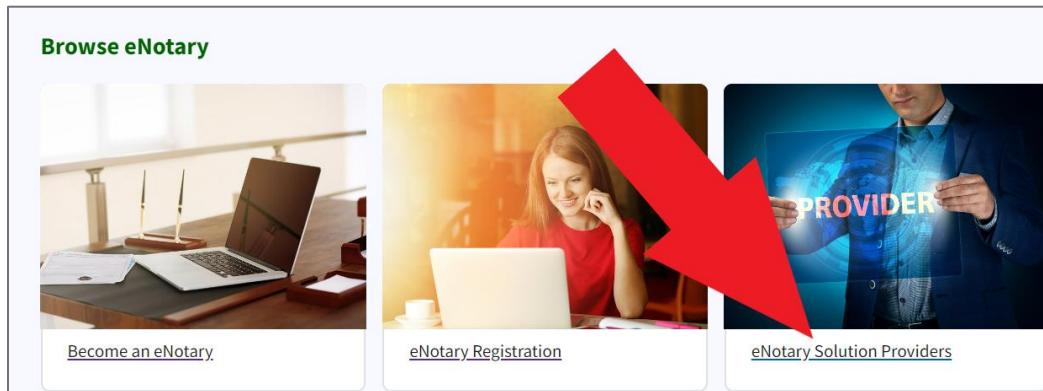


Figure 60. A red arrow points to the "eNotary Solution Providers"

The eNotary Solution Providers page has a list of seven Electronic Notary Solution Providers authorized by the North Carolina Secretary of State.

Home > eNotary > eNotary Solution Providers

eNotary Solution Providers

Electronic Notary Solution Providers that meet North Carolina Standards

All electronic notarization solutions including electronic signatures and seals may only be obtained from the Electronic Notary Solution Providers authorized by the N.C. Department of Secretary of State. The list of authorized electronic notary solution providers can be found below.

- [Corporation Service Company \(CSC\) ↗](#)
- [World Wide Notary ↗](#)
- [Simplifile ↗](#)
- [Settleware ↗](#)
- [DocVerify ↗](#)
- [Pavaso ↗](#)
- [EscrowTab, Inc ↗](#)

Electronic Notary Solution Provider

To become an Electronic Notary Solution Provider email, Ozie Stallworth at ostallworth@sosnc.gov

- [Electronic Notary Solution Provider Application\(PDF\)](#)
- [Electronic Notary Act\(PDF\)](#)

The eNotary solution providers are:

- Corporation Service Company (CSC)
- World Wide Notary
- Simplifile
- Settleware
- DocVerify
- Pavaso
- Escrow Tab, Inc.

Figure 61. eNotary Solution Providers list

Contact Ozie Stallworth at ostallworth@sosnc.gov if you would like to become an electronic notary solution provider.

At the bottom of the page, there is a link to the [Electronic Notary Act \(PDF\)](#).

Notary/eNotary and E-Commerce Resources

Select Notary/eNotary and eCommerce Resources.



Figure 62. A red arrow points to the “Notary/eNotary and eCommerce Resources” link

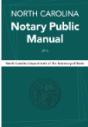
The Notary Resources page has helpful links and downloadable PDFs.

You can purchase a Notary Manuals by selecting the link at the top “Purchase a North Carolina Notary Public Manual (PDF).

Home > Notary > Notary Resources

Notary Resources

Purchase a Notary Manual

 Purchase a North Carolina Notary Public Manual(PDF) ↗

Downloadable Notary Certificates

 [Affidavit\(PDF\)](#)

 [Acknowledgment by Attorney in Fact\(PDF\)](#)

Figure 63. Notary Resources page

On this page, you find downloadable notary certificates like affidavits, acknowledgements, and other notarial certificates.

Also, there is a downloadable notary journal, electronic notary resources, and electronic notary e-commerce resources.

Electronic Mortgage Closing

Select **Electronic Mortgage Closing**.



Figure 64. A red arrow points to the "Electronic Mortgage Closing" link

The **Electronic Mortgage Closing** page

Home > eNotary > Electronic Mortgage Closing

Electronic Mortgage Closing

North Carolina is prepared and uniquely positioned to lead the nation in Electronic mortgage closing—or eClosing. For more than a decade the Secretary of State's Office has helped construct a legal framework to give eCommerce the foundation to flourish in North Carolina by facilitating the implementation of electronic signatures, electronic notarization and electronic recording. The next step in that evolution is eClosing.

[NC eMortgage Closing 101 White Paper\(PDF\)](#)

[eClosing Solution Providers\(PDF\)](#)

[eMortgage Closing Resources\(PDF\)](#)

[NC eMortgage Closing Advisory Committee\(PDF\)](#)

Figure 65. Electronic Mortgage Closing page

North Carolina is prepared and uniquely positioned to lead the nation in Electronic mortgage closing—or eClosing. For more than a decade the Secretary of State's Office has helped

construct a legal framework to give eCommerce the foundation to flourish in North Carolina by facilitating the implementation of electronic signatures, electronic notarization and electronic recording. The next step in that evolution is eClosing.

There are four box image links:

- NC eMortgage Closing 101 White Paper (PDF)
- eClosing Solution Providers (PDF)
- eMortgage Closing Resources (PDF)
- NC eMortgage Closing Advisory Committee (PDF)

Each of these documents are downloadable and printable.

Electronic Recording

Select **Electronic Recording**.

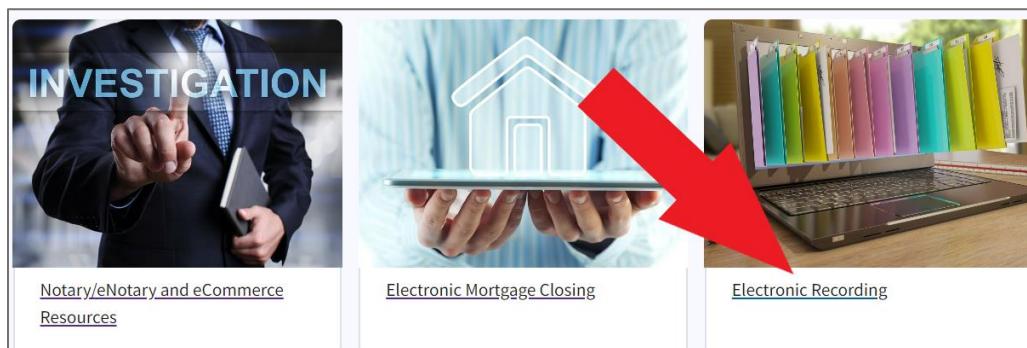


Figure 66. A red arrow points to the "Electronic Recording" link

The **Electronic Recording** page has downloadable Electronic Recording documents.

The image is a screenshot of a web page titled 'Electronic Recording'. At the top left, there is a breadcrumb trail: Home > eNotary > Electronic Recording. The main title 'Electronic Recording' is in bold. Below the title, there is a paragraph of text: 'Today, our government, business, financial, educational, legal, medical, research and law enforcement communities can leverage eSignatures, eRecording and eNotary services to speed government services, create real world efficiencies and cost savings for North Carolina businesses and allow the State to better compete in the global marketplace.' Underneath this paragraph are two download links, each preceded by a small icon: 1. A document icon followed by the text 'Memorandum of Understanding(PDF)'. 2. A document icon followed by the text 'North Carolina Electronic Recording Council Best Practices(PDF)'.

Figure 67. Electronic Recording page

Today, our government, business, financial, educational, legal, medical, research and law enforcement communities can leverage eSignatures, eRecording and eNotary services to speed government services, create real world efficiencies and cost savings for North Carolina businesses and allow the State to better compete in the global marketplace.

The list of downloadable forms on this page are:

- Memorandum of Understanding (PDF)
- N.C. Electronic Recording Council Best Practices (PDF)
- N. C. Electronic Recording Counties (PDF)
- N.C. Electronic Recording Standards (PDF)
- Submitter Agreement (PDF)

Electronic Commerce Pilot Program

Select **Electronic Commerce Pilot Program**.



Figure 68. A red arrow points to the "Electronic Commerce Pilot Program" link

This link takes you to the Electronic Commerce Pilot Program.

Home > eNotary > Electronic Commerce Pilot Program

Electronic Commerce Pilot Program

The Department of the Secretary of State is committed to making North Carolina a clear leader in electronic commerce and has created the framework for a statewide Electronic Commerce Pilot Program in order to facilitate adoption of electronic signatures, electronic notarization and electronic recording throughout the State.

Over the past 10 years, we have constructed the legal framework including laws authorizing electronic signatures, electronic notarizations and electronic recording to provide the state with the capability to use electronic processes to execute legal documents, contracts, real property documents, court filings and other documents.

Today, our government, business, financial, educational, legal, medical, research and law enforcement communities can leverage these new electronic tools to speed government services, create real world efficiencies and cost savings for North Carolina businesses and allow the State to better compete in the global marketplace.

The ecommerce Pilot Program is designed to facilitate the exploration and implementation of electronic signatures, electronic notarization and electronic recording. This is an opportune time for counties, banks, credit unions, state agencies, law firms, educational institutions and other interested entities to begin piloting these new tools to evaluate the many benefits of these electronic processes.

Organizations interested in developing a Pilot should click on the link below to download the E-Commerce Pilot Proposal Form, complete the form and submit it to our Electronic Notarization Analyst and Director, Ozie Stallworth. Mr. Stallworth will follow-up with you to facilitate your participation in the E-commerce Pilot. Feel free to contact Mr. Stallworth directly at ostallworth@sosnc.gov with any questions you may have about the pilot program.

Figure 69. Electronic Commerce Pilot Program

The Electronic Commerce Pilot Program states the following:

The Department of the Secretary of State is committed to making North Carolina a clear leader in electronic commerce and has created the framework for a statewide Electronic Commerce Pilot Program in order to facilitate adoption of electronic signatures, electronic notarization and electronic recording throughout the State.

Over the past 10 years, we have constructed the legal framework including laws authorizing electronic signatures, electronic notarizations and electronic recording to provide the state with the capability to use electronic processes to execute legal documents, contracts, real property documents, court filings and other documents.

Today, our government, business, financial, educational, legal, medical, research and law enforcement communities can leverage these new electronic tools to speed government services, create real world efficiencies and cost savings for North Carolina businesses and allow the State to better compete in the global marketplace.

The ecommerce Pilot Program is designed to facilitate the exploration and implementation of electronic signatures, electronic notarization and electronic recording. This is an opportune time for counties, banks, credit unions, state agencies, law firms, educational institutions and other interested entities to begin piloting these new tools to evaluate the many benefits of these electronic processes.

Organizations interested in developing a Pilot should click on the link below to download the E-Commerce Pilot Proposal Form, complete the form and submit it to our Electronic Notarization Analyst and Director, Ozie Stallworth. Mr. Stallworth will follow-up with you to facilitate your participation in the E-commerce Pilot. Feel free to contact Mr. Stallworth directly at ostallworth@sosnc.gov with any questions you may have about the pilot program.

Statutes

Select **Statutes**.



Figure 70. A red arrow points to the "Statutes" link

The Statutory Authority page lists all of the North Carolina laws related to the North Carolina Secretary of State.

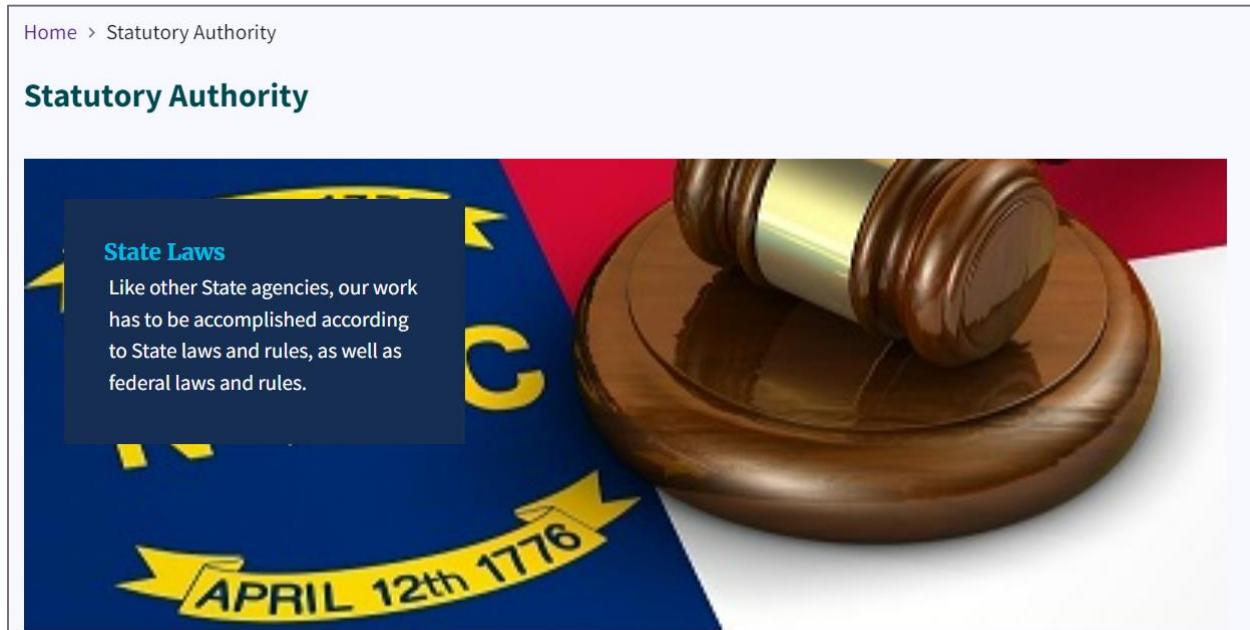


Figure 71. Statutory Authority page

Administrative Code

Select **Administrative Code**.



Figure 72. A red arrow points to the "Administrative Code" link

This link takes you to a downloadable and printable copy of the rules and laws that govern eNotary.

18 NCAC 07 Rules in Effect July 1, 2024 (Old rules are in blue; new RENA rules are in black).

Note: Separately listed are other previously-approved rules now before the Rules Review Commission June 26, 2024 for a decision on the Department's request to delay the effective date for rules currently scheduled to be effective July 1.

SUBCHAPTER 07B – GENERAL REQUIREMENTS

SECTION .0100 – GENERAL PROVISIONS

18 NCAC 07B .0101 SCOPE

The rules in this Subchapter implement Chapter 10B of the General Statutes. The rules govern:

- (1) the qualification, commissioning, notarial acts, conduct, and discipline of notaries public as public officers of the State;
- (2) the qualification, certification, and discipline of certified notary instructors; and
- (3) the qualification, approval or licensing, conduct, and discipline of technology providers.

History Note: Authority G.S. 10B-4; 10B-14(f); 10B-106; 10B-125(b); 10B-126; 10B-134.15; 10B-134.17; 10B-134.19; 10B-134.21; 10B-134.23;

Eff. April 1, 2007;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December 6, 2016;

Amended Eff. July 1, 2024.

Figure 73. Administrative Code PDF

eNotary Exam

Select eNotary Exam.

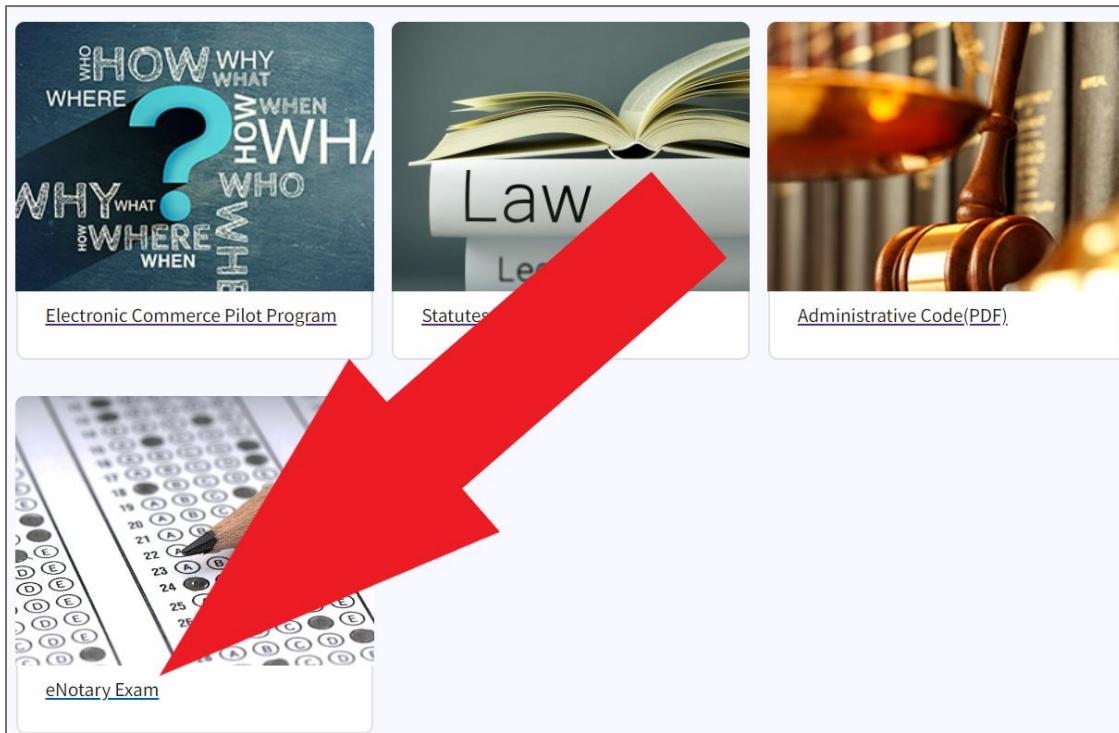


Figure 74. A red arrow points to the "eNotary Exam" link

This link takes you to the **eNotary Test Log In** page. See **Figure 75**.

E-Notary Test

This is the eNotary exam. The exam has 20 questions. Once you click the start button, you will have 30 minutes to complete the exam.

Class Id (Required)

Notary number (Required)

EMail

Start Test

[Find my notary number](#)

Figure 75. eNotary Test Log In page

After entering your **Class ID**, **notary number**, and **email address**, click **Start Test**.

Your test begins.

Update Your Notary Information

Select **Update Your Notary Information** from the Notary main page.

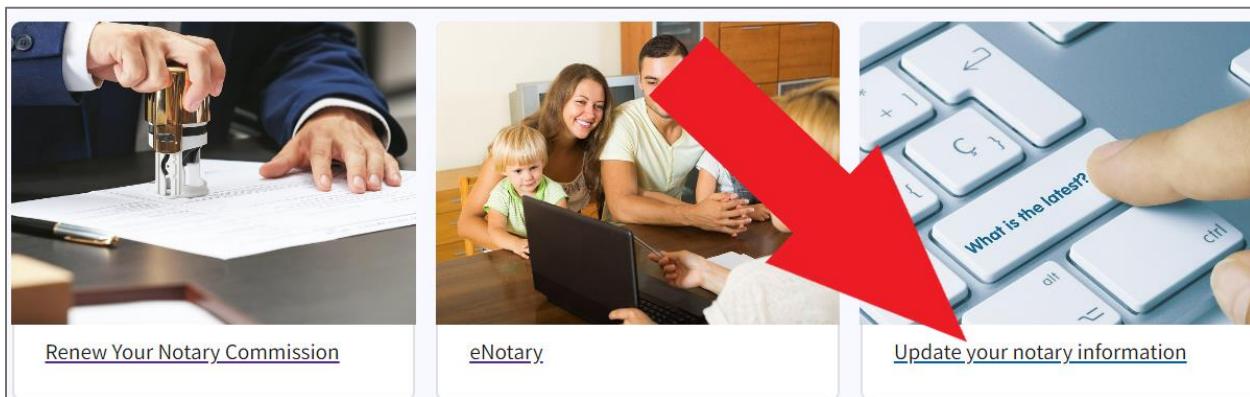


Figure 76. A red arrow points to the "Update Your Notary Information" link

Enter your **New Legal Name**.

Home > Notary > Sample Order

Sample Order

Notary Name and Address Change Application

Current Legal Name
Order Sample

New Legal Name(If Different)

First

Middle

Last

Suffix

Next

Page 1 of 12

Figure 77. Full Legal Name entry fields

Click **Next**.

Enter the **Current Commission Name**.

The screenshot shows a web-based application titled "Sample Order" under "Notary Name and Address Change Application". The "Current Commission Name" field contains "Order Sample". Below it, there are four input fields for "New Commission Name (If Different)": "First" (empty), "Middle" (empty), "Last" (empty), and "Suffix" (empty). At the bottom are "Back" and "Next" buttons, and a page number "Page 2 of 12".

Sample Order
Notary Name and Address Change Application

Current Commission Name
Order Sample

New Commission Name (If Different)

First

Middle

Last

Suffix

Back **Next**

Page 2 of 12

Figure 78. Current Commission Name entry fields

Click **Next**.

Enter the **gender**, **DOB**, and **SSN**.

The screenshot shows the same application page. The "Current Commission County" field now contains "Johnston". The "Gender (Required)" dropdown is set to "Female". The "Date of birth" field contains "2/22/1981". The "SSN (Last 4 Digits) (Required)" field contains "2222". At the bottom are "Back" and "Next" buttons, and a page number "Page 3 of 12".

Home > Notary > Sample Order

Sample Order
Notary Name and Address Change Application

Current Commission County
Johnston

Gender (Required)

Date of birth

SSN (Last 4 Digits) (Required)

Back **Next**

Page 3 of 12

Figure 79. Gender, DOB, and SSN entry fields

Click **Next**.

Enter the **New Residential Address**, if different.

The screenshot shows a web-based application titled "Sample Order" under "Notary Name and Address Change Application". It displays a "Current Residence Address" section with the text "2 S Salisbury St, Raleigh, NC 27601-2903". Below it is a "New residence address (if different)" field, followed by fields for City, State, Postal code, and County. At the bottom are "Back" and "Next" buttons, and a page number "Page 4 of 12".

Home > Notary > Sample Order

Sample Order

Notary Name and Address Change Application

Current Residence Address
2 S Salisbury St
Raleigh, NC 27601-2903

New residence address (if different)

City

State

Postal code

County

Back **Next**

Page 4 of 12

Figure 80. Current or New Residential Address entry fields

Click **Next**.

Enter the **Current Mailing Address**.

The screenshot shows a web-based application titled "Sample Order" under "Notary Name and Address Change Application". It displays a "Current Mailing Address" section with the text "2 S Saddlisbury St, Raleigh, NC 27601-2903". Below it is a "New mailing address (if different)" field, followed by fields for City, State, Postal code. At the bottom are "Back" and "Next" buttons, and a page number "Page 5 of 12".

Home > Notary > Sample Order

Sample Order

Notary Name and Address Change Application

Current Mailing Address
2 S Saddlisbury St
Raleigh, NC 27601-2903

New mailing address (if different)

City

State

Postal code

Back **Next**

Page 5 of 12

Figure 81. Current Mailing Address entry fields

Click **Next**.

Enter the **New Business/Employer Name** (if different).

The screenshot shows a web application titled "Sample Order" under "Notary Name and Address Change Application". A blue vertical bar on the left contains the text "Current Business/Employer Name" followed by "NWR Realty LLC". Below this is a text input field labeled "New business/employer name (if different)". At the bottom are two buttons: "Back" and "Next". In the bottom right corner, it says "Page 6 of 12".

Figure 82. Current or New Business/Employer Name entry fields

Click **Next**.

Enter the **Current or New Business Address**.

The screenshot shows a web application titled "Sample Order" under "Notary Name and Address Change Application". A blue vertical bar on the left contains the text "Current Business Address" followed by "2 S Saddisbury St" and "Raleigh, NC 27601-2903". Below this is a text input field labeled "New business address (if different)". Further down are fields for "Bus city", "Bus state" (with a dropdown arrow), and "Bus postal code". At the bottom are two buttons: "Back" and "Next". In the bottom right corner, it says "Page 7 of 12".

Figure 83. Current or new business address entry fields

Click **Next**.

Enter the **Current Email Address**.

The screenshot shows a web-based application titled "Sample Order" under "Notary Name and Address Change Application". A vertical blue sidebar is on the left. At the top, there's a breadcrumb navigation: "Home > Notary > Sample Order". Below the title, a section labeled "Current Email Address" contains a placeholder text "New email address (if different)" above an empty input field. At the bottom of this section are two blue buttons: "Back" and "Next". In the bottom right corner of the main area, it says "Page 8 of 12".

Figure 84. Current Email Address entry field

Click **Next**.

Enter the **Current Business Phone**.

The screenshot shows the same application interface as Figure 84. The "Current Business Phone" section is displayed, showing "(111) 222-2222" as the current number. A placeholder text "New business phone (if different)" is above an empty input field. The "Back" and "Next" buttons are at the bottom, and the page footer indicates "Page 9 of 12".

Figure 85. Current Business Phone entry field

Click **Next**.

Enter the **Current Home Phone**.

The screenshot shows a web-based application titled "Sample Order" under "Notary Name and Address Change Application". At the top left, there is a breadcrumb navigation: "Home > Notary > Sample Order". On the left side of the main content area, there is a vertical blue decorative bar. The main content includes a section titled "Current Home Phone" with the value "(919) 756-0487". Below this is a label "New home/cell phone (if different)" followed by an empty input field. At the bottom of the page are two blue buttons: "Back" and "Next". In the bottom right corner, the text "Page 10 of 12" is visible.

Figure 86. Current Home Phone entry field

Click **Next**.

Enter the **Current Fax Number**.

The screenshot shows the same application interface as Figure 86. The "Current Fax" field contains the value "N/A". Below it is a label "New fax (if different)" followed by an empty input field. At the bottom are the "Back" and "Next" buttons. In the bottom right corner, the text "Page 11 of 12" is visible.

Figure 87. Current Fax Number

Click **Next**.

Review your updated information in the Preview Filing window.

Sample Order

Notary Name and Address Change Application

Preview the filing (This may take a few seconds).

This is not the last step, you must continue to the next step to submit this filing.

Print a copy for your records only.

The screenshot shows a web-based application window. At the top, there's a toolbar with icons for file operations like back, forward, and search. Below the toolbar, the page title is "Notary Name and Address Change Application". The main content area features the official seal of the State of North Carolina. To the right of the seal, text reads "State of North Carolina Department of the Secretary of State Elaine F. Marshall, Secretary of State" and "Visit our web site at www.sosnc.gov". Below this, the heading "NORTH CAROLINA NOTARY PUBLIC CHANGE OF NAME/ADDRESS/CONTACT INFORMATION" is displayed. A sub-instruction "PLEASE PRINT IN BLACK INK OR TYPE" is present. A section titled "Check the block or blocks that apply:" contains several checkboxes: "Change of Name", "Change of Address", "Change/Update Other Contact Information (e-mail, phone numbers, employer, etc.)", and "Change of Name and Address with New County (DO NOT USE THIS FORM. If both name and county are being changed at the same time, use the Application for Reappointment Form)". At the bottom of the form, there's a field for "1. New Full Legal Name: (First, Middle/Maiden, Last – including changes)" followed by "Order Sample", and gender selection boxes for "Male" and "Female". At the very bottom of the page are two blue buttons: "Back" and "Submit".

Page 12 of 12

Figure 88. Preview Filing window

Click **Submit**.

A **Success** page confirms that your notary information has been updated.

Sample Order

Notary Name and Address Change Application

Success

Your notary information update has been received.

[Return to top](#)

Figure 89. Success page

Frequently Asked Questions

Select **Frequently Asked Questions**.



Figure 90. A red arrow points to the "Frequently Asked Questions" link

The Frequently Asked Questions page has two groups of questions: **Electronic Notary** and **Notary**. See **Figure 91**.

Official website of the State of North Carolina [Here's how you know](#) ▾

Secretary of State
Elaine F. Marshall

About | Contact | Fees | FAQs | News | Site Map | Search | Account | Sign Out | 🔍

Divisions | Programs | Agency Information | Online Services | Forms | Notary ▾

Home > Frequently Asked Questions > Notary

Notary

Frequently Asked Questions

Electronic Notary +

Notary +

Figure 91. Two groups of questions in an expandable accordion

Select the plus (+) sign at the end of the row for the group you wish to view.

Notary

Frequently Asked Questions

Electronic Notary

What is an electronic notarization?

+

What is an electronic signature?

+

What is an electronic notary signature?

+



Figure 92. A red arrow points to an expanded tile of questions and answers

Electronic Notary

There are 22 sets of questions and answers for the Electronic Notary category.

Notary

There are 24 sets of questions and answers for the Notary category.

Click on the **plus (+) sign** beside each question to expand the tile, revealing the answer.

What happens if a notary violates the law?

+

What are the crimes a notary can be charged with?

-

Under the [Notary Act](#), notaries can be charged with both misdemeanors and felonies. A list of [violations](#) that are crimes is available on our website. Some crimes committed by notaries may also violate other laws.

May a notary public notarize a document that is in a foreign language?

+



Figure 93. Expanded tile with the answer revealed

Notary/eNotary and E-Commerce Resources

Select **Notary/eNotary and eCommerce Resources**.

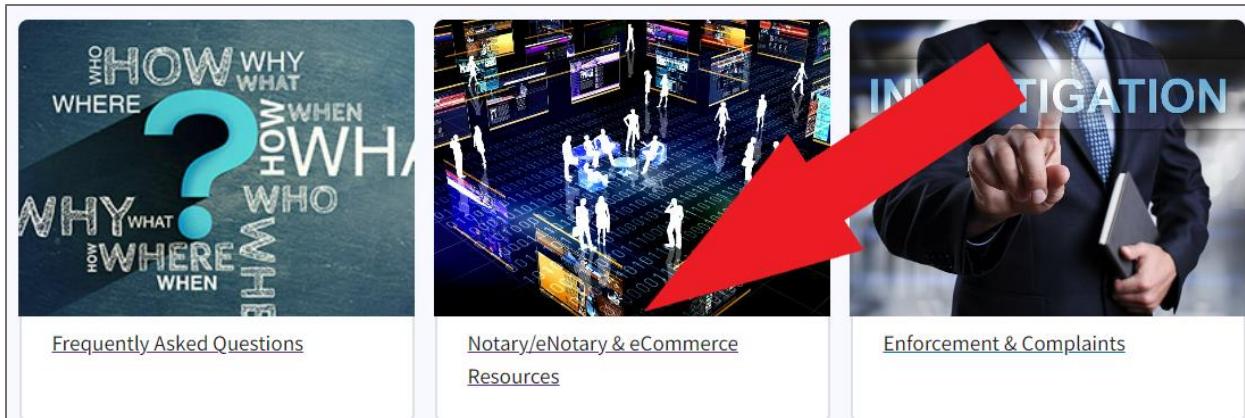


Figure 94. A red arrow points to the “Notary/eNotary and eCommerce Resources” link

The Notary Resources page has helpful links and downloadable PDFs.

You can purchase a Notary Manuals by selecting the link at the top “Purchase a North Carolina Notary Public Manual (PDF).

Home > Notary > Notary Resources

Notary Resources

Purchase a Notary Manual

[Purchase a North Carolina Notary Public Manual\(PDF\)](#)

Downloadable Notary Certificates

[Affidavit\(PDF\)](#)

[Acknowledgment by Attorney in Fact\(PDF\)](#)

Figure 95. Notary/eNotary and eCommerce Resources page

Enforcement and Complaints

Select **Enforcement and Complaints**.

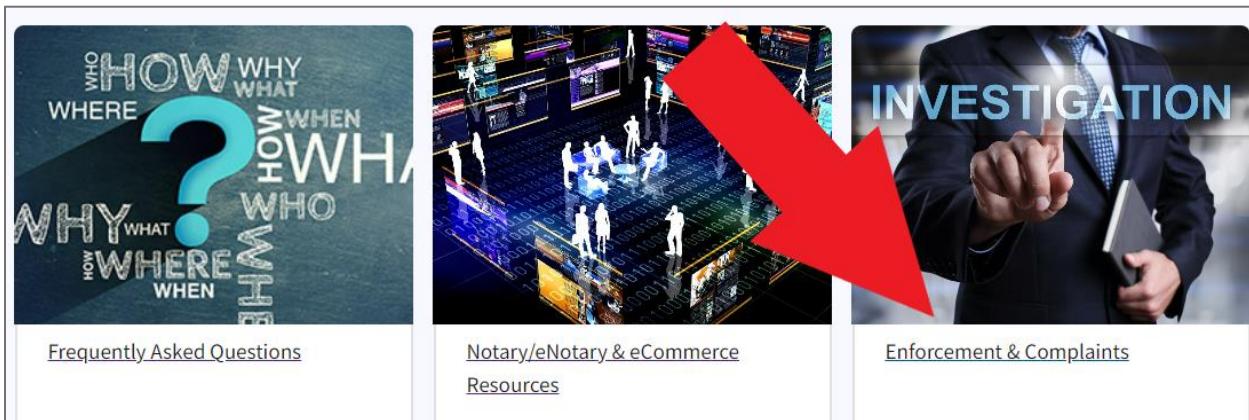


Figure 96. A red arrow points to the "Enforcement and Complaints" link

This link takes you to the **Enforcement and Complaints** page.

Home > Forms > Enforcement & Complaints

Enforcement & Complaints

Tip and Complaint Forms

Updated Refund Policy

Refund requests must be made within 45 consecutive days of receipt of funds and will only be issued for amounts over \$10.00.

On this page, you will find forms for filing specific complaints related to things we do such as lobbying registration and securities regulation. You will also find a general complaint form.

If you can file a complaint using the specific form, that is helpful. Those specific complaint forms ask for information that we need to investigate specific kinds of violations of the law. The general complaint form only asks for general information. That means that if you file a general complaint form we may need to come back and ask you either to fill out the specific complaint form or to provide information that you would have included on the specific complaint form.

Figure 97. Enforcement and Complaints page

On this page, you will find forms for filing specific complaints related to things we do such as lobbying registration and securities regulation. You will also find a general complaint form.

If you can file a complaint using the specific form, that is helpful. Those specific complaint forms ask for information that we need to investigate specific kinds of violations of the law. The general complaint form only asks for general information. That means that if you file

a general complaint form we may need to come back and ask you either to fill out the specific complaint form or to provide information that you would have included on the specific complaint form.

Before filing a general complaint with us, you may want to review our "[We Don't Do That](#)" and "[Where Can I Find Help?](#)" pages. There are things we do not regulate or administer because we have not been authorized by the General Assembly to do them. In many instances, other government and non-governmental agencies may be able to help you when we cannot help you.

At the bottom of the page, there are categories of forms listed in an accordion.

Before filing a general complaint with us, you may want to review our "[We Don't Do That](#)" and "[Where Can I Find Help?](#)" pages. There are things we do not regulate or administer because we have not been authorized by the General Assembly to do them. In many instances, other government and non-governmental agencies may be able to help you when we cannot help you.

Charities	+
General	+
Notary	+
Securities	+
Trademarks	+

Figure 98. Accordion of forms

Click on the **plus sign (+)** to expand the tile for each category.

Before filing a general complaint with us, you may want to review our "[We Don't Do That](#)" and "[Where Can I Find Help?](#)" pages. There are things we do not regulate or administer because we have not been authorized by the General Assembly to do them. In many instances, other government and non-governmental agencies may be able to help you when we cannot help you.

The screenshot shows the "Charities" category page. At the top, there is a note about reviewing other government and non-governmental agencies for help. Below this, there is a "Charities Complaint Form (PDF)" link with a document icon. Two buttons are present: "File Charities Complaint Online" and "File Anonymous Charities Complaint Online". A sidebar on the right lists categories: General (+), Notary (+), Securities (+), and Trademarks (+). The "Notary" category is expanded, showing its own sub-links and buttons.

Figure 99. Complaint Forms for Charities category

You can download the complaint form by selecting the PDF link, or you can file directly online by selecting the file online buttons. See **Figure 100**.

For this example, we selected the Notary category and clicked “File Anonymous Charities Complaint Online.”

The screenshot shows the "Notary" category page, which is expanded from Figure 99. It contains three main sections: "Notary Complaint Form (PDF)" and "Notary Complaint Form (Word)" with their respective document icons, and a "File Notary Complaint Online" button. Below this is a section for "Law Enforcement Investigation Form (PDF)" and "Law Enforcement Investigation Form (Word)" with their respective document icons, and a "File Law Enforcement Complaint Online" button. At the bottom is a section for "Mortgage Fraud Complaint Form (PDF)" with its document icon, and a "File Mortgage Complaint Online" button. The "Charities" and "General" categories are also visible in the sidebar.

Figure 100. File online (directly) buttons under the Notary category

Select **File Notary Complaint Online**.

Click **Start Filing**.

The screenshot shows a web page titled "Notary Complaint". At the top left, there is a breadcrumb navigation: "Home > Business Registration > Notary Complaint". Below the title, a blue sidebar contains a bulleted list: "Form used to file Notary complaint online". In the center, a large blue button labeled "Start Filing" is prominently displayed. At the bottom left of the main content area, there is a link "Return to top".

Figure 101. Start Filing button

This is the beginning of the complaint filing process. Follow the prompts on each screen until completion. You will receive a confirmation email at the end of the process.

Statutes

Select **Statutes**.

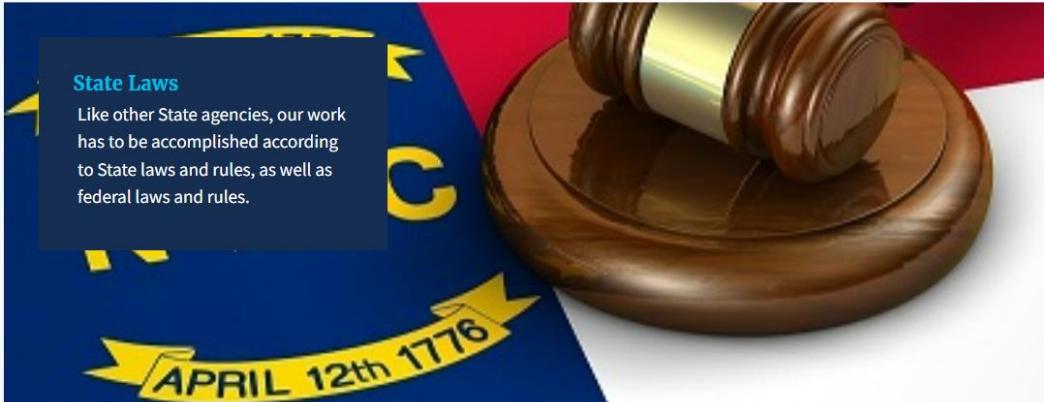


Figure 102. A red arrow points to the "Statutes" link

This link takes you to the **Statutory Authority** page.

Home > Statutory Authority

Statutory Authority



State Laws

Like other State agencies, our work has to be accomplished according to State laws and rules, as well as federal laws and rules.

Browse NC General Statutes (Laws)

- [Secretary of State](#)
 - Chap 147 div 4. • Secretary of State.
- [Advance Health Care Directive Registry](#)
 - Chap 130A div 21. • Advance Health Care Directive Registry.

Figure 103. Statutory Authority page

On this page, you find all of the North Carolina laws that apply to the N.C. Secretary of State.

Administrative Code (PDF)

Select **Administrative Code**.



[Administrative Code\(PDF\)](#)

[Register of Deeds Access](#)

Figure 104. A red arrow points to the "Administrative Code (PDF)" link

This takes you to the PDF copy of the N.C. Administrative Code.

18 NCAC 07 Rules in Effect July 1, 2024 (Old rules are in blue; new RENA rules are in black).

Note: Separately listed are other previously-approved rules now before the Rules Review Commission June 26, 2024 for a decision on the Department's request to delay the effective date for rules currently scheduled to be effective July 1.

SUBCHAPTER 07B – GENERAL REQUIREMENTS

SECTION .0100 – GENERAL PROVISIONS

18 NCAC 07B .0101 SCOPE

The rules in this Subchapter implement Chapter 10B of the General Statutes. The rules govern:

- (1) the qualification, commissioning, notarial acts, conduct, and discipline of notaries public as public officers of the State;
- (2) the qualification, certification, and discipline of certified notary instructors; and
- (3) the qualification, approval or licensing, conduct, and discipline of technology providers.

History Note: Authority G.S. 10B-4; 10B-14(f); 10B-106; 10B-125(b); 10B-126; 10B-134.15; 10B-134.17; 10B-134.19; 10B-134.21; 10B-134.23;

Eff. April 1, 2007;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December 6, 2016;

Amended Eff. July 1, 2024.

Figure 105. N.C. Administrative Code in PDF file format

Register of Deeds Services Access

Select **Register of Deeds Services Access**.



Figure 106. A red arrow points to the "Register of Deeds Access" link

This takes you to the [Register of Deeds](#) page.

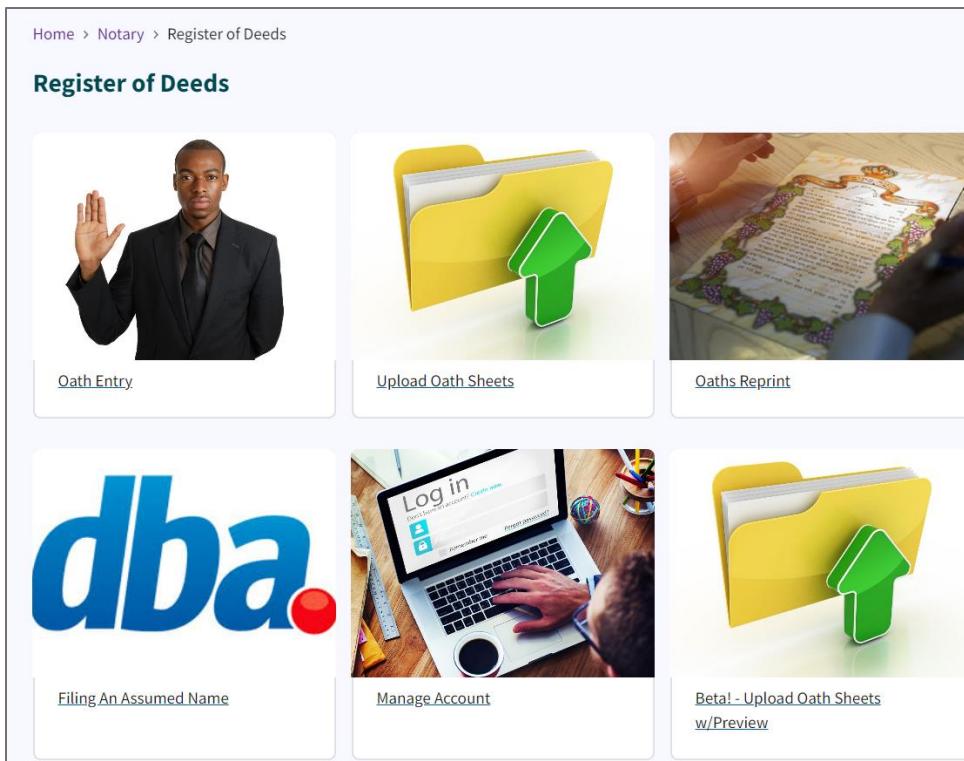


Figure 107. Register of Deeds page

This page has 6 box links under the Browse Register of Deeds section.

The box links are:

- Oath Entry
- Upload Oath Sheets
- Oaths Reprint
- Filing an Assumed Name
- Manage My Account
- Beta! Upload Oath Sheets with Preview

Oath Entry

Click **Oath Entry**.

This takes you to the **Oaths Waiting** page.

Oaths Waiting

There are no Notaries waiting for an oath at this time.

[Return to top](#)

Figure 108. Oaths Waiting page

A current listing of notaries with oaths waiting will show on this page.

Upload Oath Sheets

Click the **Upload Oath Sheets** link.

Sample County

Upload Notary Oath Sheets

Select PDF or Tiff from local drive: **Browse for File**

- Scan the Notary Oath sheets to PDF. Make sure to scan in Black & White. More than one sheet may be scanned in one file.
- Browse for the PDF(s) using the browse button.

Figure 109. Upload Oath Sheets page

This page has instruction for uploading oath sheets and a **Browse for File** button for uploading purposes.

The instructions are:

- Scan the Notary Oath sheets to PDF. Make sure to scan in Black & White. More than one sheet may be scanned in one file.
- Browse for the PDF(s) using the browse button.

Oaths Reprint

Click **Oaths Reprint**.

This page has a list of notaries currently waiting for an oath.

Home > Register of Deeds > Oaths Reprint

Oaths Reprint

Sample County

There are no Notaries waiting for an oath at this time.

[Return to top](#)

Figure 110. Oaths Reprint page

Filing an Assumed Name

On the **Filing an Assumed Name** page, you can add the assumed name and enter your real information.

The Assumed Business Names section has five box image links:

- Amendment Filing
- Administrative Correction Filing
- Initial Filing
- Withdrawal Filing
- Search

Home > Business Registration > Assumed Business Names

Assumed Business Names

 [Amendment Filing](#)

 [Administrative Correction Filing](#)

 [Initial Filing](#)

 [Withdrawal Filing](#)

 [Search](#)

ASSUMED BUSINESS NAME LINKS

- Amendment Filing
- Administrative Correction Filing
- Initial Filing
- Maintain Your Profile
- Search
- Withdrawal Filing

Figure 111. Add assumed business name

Amendment Filing

Select **Amendment Filing**.

Enter the **Secretary of State Identification Number (SOSID)**.

Home > Register Of Deeds > Assumed Business Name Amendment

Assumed Business Name Amendment

Secretary of State identification number (SOSID)

Lookup

Figure 112. SOSID entry field

Click **Lookup**.

Enter the **new assumed business name**.

Home > Register Of Deeds > Snyder Interactive

Snyder Interactive

Assumed Business Name Amendment Filing

Change assumed business name:

 Snyder Interactive

Next

Page 1 of 4

Figure 113. Change assumed business name entry field

Click **Next**.

Now, enter the real name of the person engaging in business under the assumed business name. Click **Add**.

Snyder Interactive

Assumed Business Name Amendment Filing

The real names of the person engaging in business

Set the check box to - to drop a person Leave the check box blank
for no change

- James Luther Snyder III
- LS Consulting, LLC

Add the real names of person/entity engaging in business:

Personal Owners

-

First Name

Middle Name

Figure 114. Enter real name of person engaging in business under assumed name

Click **Next**.

Select the **county**.

Snyder Interactive

Assumed Business Name Amendment Filing

The Counties where the assumed name will be used to engage in
business are:

Set the check box to - to drop a county

Set the check box to + to add a county

Leave the check box blank for no change

- All
- Wake
- Alamance
- Alexander
- Alleghany
- Anson
- Ashe
- Avery
- Beaufort
- Bertie
- Bladen
- Brunswick
- Buncombe

Previous

Next

Page 3 of 4

Figure 115. Select a county and attach an image

Select the “Browse for Attachment” link to attach a PDF.

The screenshot shows a web page titled "Assumed Business Name Amendment Filing". At the top left, there is a breadcrumb navigation: "Home > Register Of Deeds > Snyder Interactive". Below the title, there is a section titled "Attach a pdf" with a sub-section "Attachment" containing a link "Browse for Attachment". At the bottom of this section are two buttons: "Previous" and "Next". In the bottom right corner of the page, it says "Page 4 of 4".

Figure 116. Attach a PDF page

Click **Next**.

The screenshot shows a web page titled "Amendment Filing" under the "Assumed Business Name" section. At the top left, there is a breadcrumb navigation: "Home > Register Of Deeds > Assumed Business Name". The page contains several input fields: "Assumed Names" (Snyder Interactive), "Real Name of Person / Entity" (Jane Doe), and "Counties" (Wake). At the bottom are two buttons: "Edit" and "Submit". In the bottom right corner, it says "Page 5 of 5".

Figure 117. Amendment Filing preview page

Click **Submit**.

The screenshot shows a web page titled "Assumed Business Name" with a success message: "Save was successful" accompanied by a checkmark icon. Below the message, there is a bulleted list: "• Snyder Interactive • Secretary of State Identification Number (SOSID) • 1641081". At the bottom of the page is a link "Return to top".

Figure 118. Success page

Administrative Correction Filing

Select **Administrative Correction Filing**.

Enter the **Secretary of State Identification Number (SOSID)**.

The screenshot shows a web page titled "Assumed Business Name Administrative Correction". At the top left, there is a breadcrumb navigation: "Home > Register Of Deeds > Assumed Business Name Administrative Correction". Below the title, there is a label "Secretary of State identification number (SOSID)" followed by a text input field. At the bottom of the page is a blue "Lookup" button.

Figure 119. SOSID entry field

Enter the **new assumed business name**.

The screenshot shows a web page titled "Snyder Interactive" under "Assumed Business Name Administrative Correction". At the top left, there is a breadcrumb navigation: "Home > Register Of Deeds > Snyder Interactive". Below the title, there is a label "Change assumed business name:" followed by a text input field containing "Snyder Interactive". At the bottom left is a blue "Next" button, and at the bottom right is the text "Page 1 of 4".

Figure 120. Change assumed business name entry field

Click **Next**.

The screenshot shows a web page titled "Snyder Interactive" under "Assumed Business Name Administrative Correction". At the top left, there is a breadcrumb navigation: "Home > Register Of Deeds > Snyder Interactive". Below the title, there are two sections: "The real names of the person engaging in business" and "Add the real names of person/entity engaging in business:". The first section contains a note about checking a box for no change and a checkbox labeled "Jane Doe". The second section has a dropdown menu "Personal Owners" with a minus sign, and a text input field for "First Name".

Figure 121. Real Names entry fields

Select the Counties.

Home > Register Of Deeds > Snyder Interactive

Snyder Interactive

Assumed Business Name Administrative Correction

The Counties where the assumed name will be used to engage in business are:

Set the check box to - to drop a county
Set the check box to + to add a county
Leave the check box blank for no change

<input type="checkbox"/> All
<input type="checkbox"/> Wake
<input type="checkbox"/> Alamance
<input type="checkbox"/> Alexander
<input type="checkbox"/> Alleghany
<input type="checkbox"/> Anson
<input type="checkbox"/> Ashe
<input type="checkbox"/> Avery
<input type="checkbox"/> Beaufort
<input type="checkbox"/> Bertie
<input type="checkbox"/> Bladen
<input type="checkbox"/> Brunswick
<input type="checkbox"/> Buncombe

[Previous](#) [Next](#)

Page 3 of 4

Figure 122. Counties checkboxes

Click Next.

Select the “Browse for Attachment” link to attach a PDF.

Home > Register Of Deeds > Snyder Interactive

Snyder Interactive

Assumed Business Name Administrative Correction

Attach a pdf

Attachment
[Browse for Attachment](#)

[Previous](#) [Submit](#)

Page 4 of 4

Figure 123. Attach a PDF page

Click Submit.

Review your administrative correction to make sure it is correct.

If it is not correct, click **Edit** and make the adjustments needed.

Home > Register Of Deeds > Assumed Business Name

Assumed Business Name

Administrative Correction

Your filing is not complete until you hit submit.

Assumed Names

Snyder Interactive

Real Name of Person / Entity

DropJane Doe

Counties

Wake

Edit **Submit**

Page 5 of 5

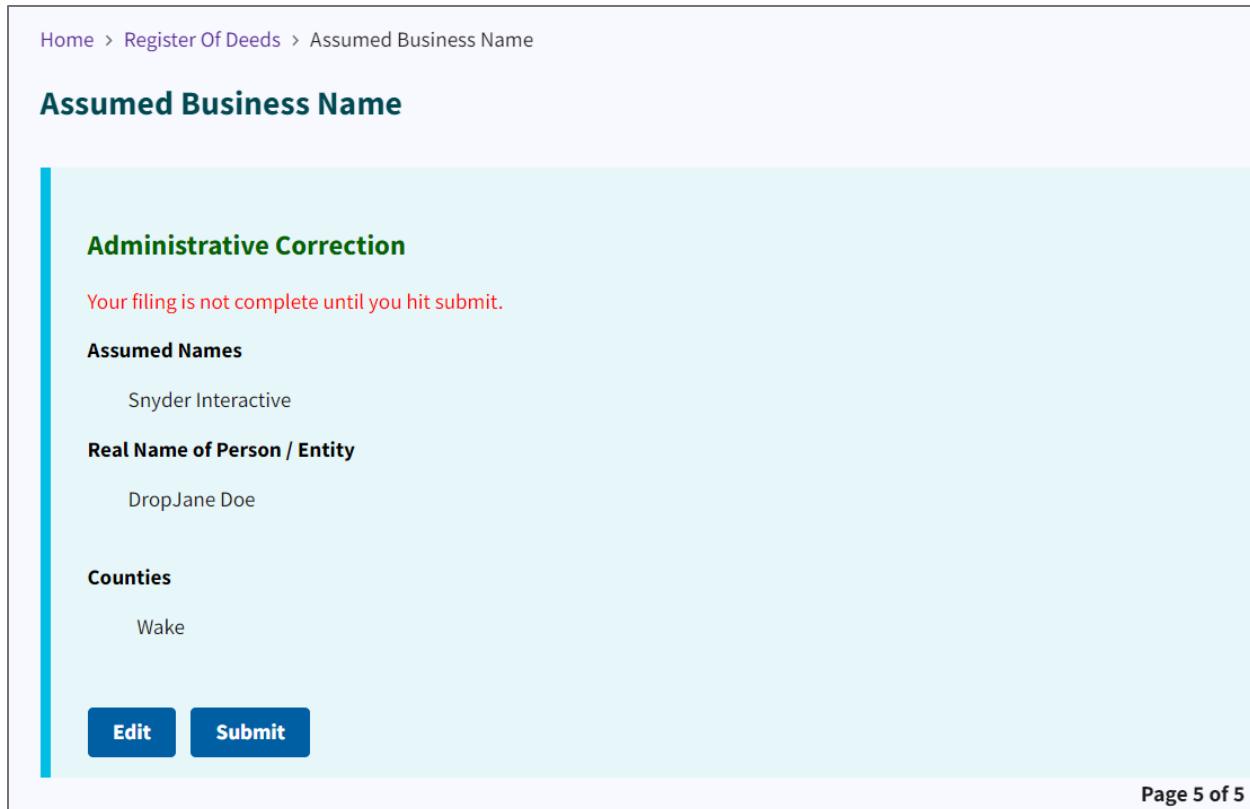


Figure 124. Preview page

If the filing is correct, click **Submit**.

A **Success** page confirms that your filing was successfully submitted.

Home > Register Of Deeds > Assumed Business Name

Assumed Business Name

Save was successful

- Snyder Interactive • Secretary of State Identification Number (SOSID) • 1641081

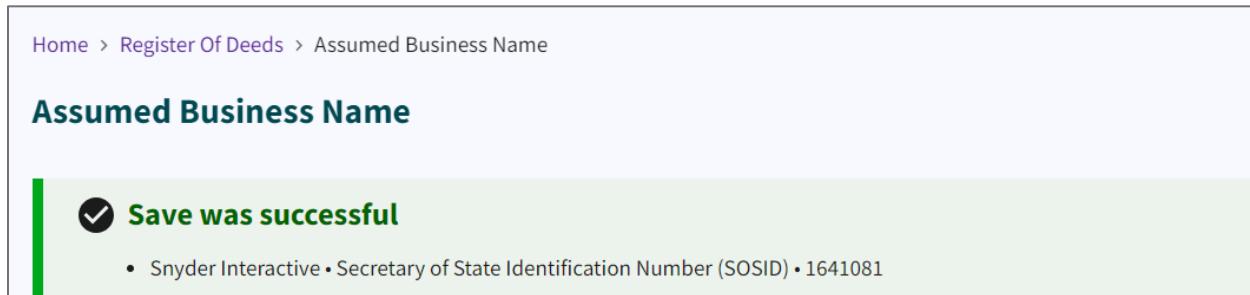


Figure 125. Success page

Initial Filing

Select **Initial Filing**.



Figure 126. A red arrow points to the "Initial Filing" link

Enter the **Assumed Name**.

A screenshot of a web form titled 'Assumed Business Name' under the 'Initial Filing' section. It includes a note about assumed business names, an 'Assumed Name' input field, an 'Add' button, and a 'Next' button. The page is labeled 'Page 1 of 4'.

Figure 127. Assumed Name entry field

Click **Add**.

A screenshot of a web form titled 'Assumed Business Name' under the 'Initial Filing' section. It shows the previously entered name 'abc cleaning' with an 'Erase' link. An 'Assumed Name' input field, an 'Add' button, and a 'Next' button are present. The page is labeled 'Page 1 of 4'.

Figure 128. Assumed Name entry field with "Add" button

Click **Next**.

Home > Register Of Deeds > Assumed Business Name

Assumed Business Name

Initial Filing

The real name of the person engaging in business under the assumed business name is

Personal Owners

First Name

Middle Name

Last Name

Suffix

Add

Corporate Owners

Previous **Next**

Page 2 of 5

Figure 129. Owners names entry fields

Click **Add**.

Click **Next**.

Select the **Counties**.

Home > Register Of Deeds > Assumed Business Name

Assumed Business Name

Initial Filing

The Counties where the assumed name will be used to engage in business are:

- All
- Alamance
- Alexander
- Alleghany
- Anson
- Ashe
- Avery
- Beaufort
- Bertie
- Bladen

Previous **Next**

Page 3 of 5

Figure 130. Counties checkboxes

Click **Next**.

Attach your document as a PDF by selecting the “Browse for Attachment” link.

The screenshot shows a web page titled "Assumed Business Name" under the "Initial Filing" section. At the top, there is a breadcrumb navigation: "Home > Register Of Deeds > Assumed Business Name". Below the title, a green button labeled "Attach a pdf" is visible. Underneath it, the word "Attachment" is followed by a blue "Browse for Attachment" link. At the bottom of the page are two blue buttons: "Previous" and "Next". In the bottom right corner, the text "Page 4 of 5" is displayed.

Figure 131. Attach a PDF page

Click **Next**.

Preview the initial filing. See **Figure 132**.

The screenshot shows a preview of the initial filing page. At the top, the breadcrumb navigation "Home > Register Of Deeds > Assumed Business Name" is present. Below it, the title "Assumed Business Name" and the "Initial Filing" section are shown. A red message "Your filing is not complete until you hit submit." is displayed. Under the "Assumed Names" section, the "Real Name of Person / Entity" is listed as "John Doe". In the "Counties" section, "All" is selected. At the bottom, there are two blue buttons: "Edit" and "Submit". In the bottom right corner, the text "Page 5 of 5" is displayed.

Figure 132. Preview of initial filing

Click **Submit**.

A Success page displays the message “Save was successful.”

The screenshot shows a success message on a website. At the top, there is a breadcrumb navigation: Home > Register Of Deeds > Assumed Business Name. Below it, the title "Assumed Business Name" is displayed. A green banner at the top of the main content area contains the text "Save was successful" next to a checkmark icon. Below this banner, a list item shows "Secretary of State Identification Number (SOSID) • 2794826". At the bottom of the page, there is a link "Return to top".

Figure 133. Success page

Withdrawal Filing

Select **Withdrawal Filing**.

The screenshot shows the "Assumed Business Names" page. It features several cards with icons and labels: "Amendment Filing" (a person holding a tablet displaying a graph), "Administration Corrections" (a person signing a document), "Initial Filing" (three people looking at a screen), "Withdrawal Filing" (a woman at a desk with a laptop), and "Search" (a hand pointing to a search bar). A large red arrow points from the bottom left towards the "Withdrawal Filing" card.

Figure 134. A red arrow points to the "Withdrawal Filing" link

Enter the **SOSID**.

Home > Register Of Deeds > Assumed Business Name Withdrawal

Assumed Business Name Withdrawal

Secretary of State identification number (SOSID)

Lookup

Figure 135. SOSID entry field

Click **Lookup**.

Follow the prompts that follow for the withdrawal process.

Manage My Account

Select **Manage My Account**.

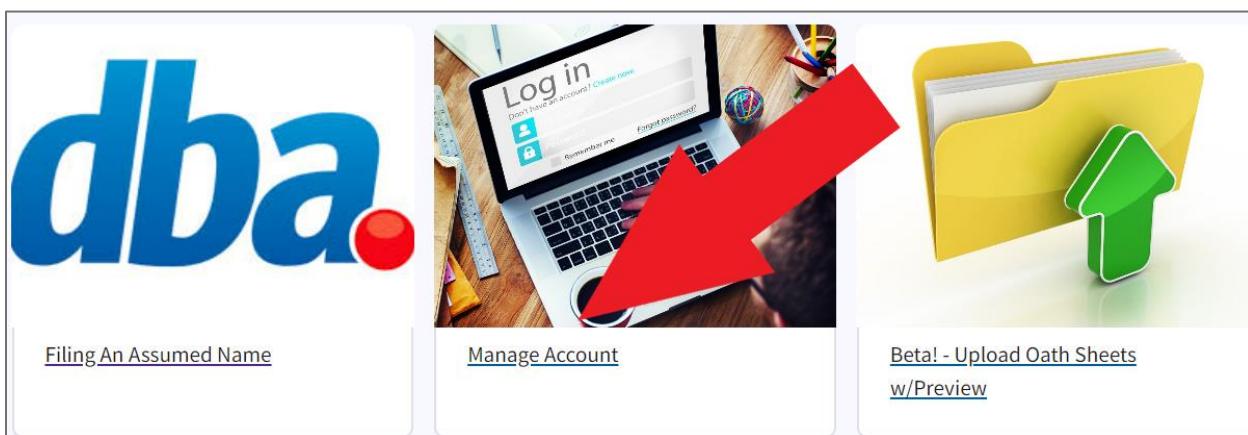


Figure 136. A red arrow points to the "Manage Account" link

By clicking on the **Manage My Account** link, you are transported to the **Register of Deeds Edit Account** page. On this page, you enter your notary information for the notary directory.

Enter your notary information.

Click **Update**.

Register of Deeds Edit Account

User name

Company name

First

Middle

Last

Suffix

Address

[Browser Recommendations](#)

[First time user?](#)

[Forgot your password or username?](#)

[Sign In](#)

Figure 137. Register of Deeds Edit Account

Beta! Upload Oath Sheets with Preview

Select **Beta! Upload Oath Sheets with Preview**.

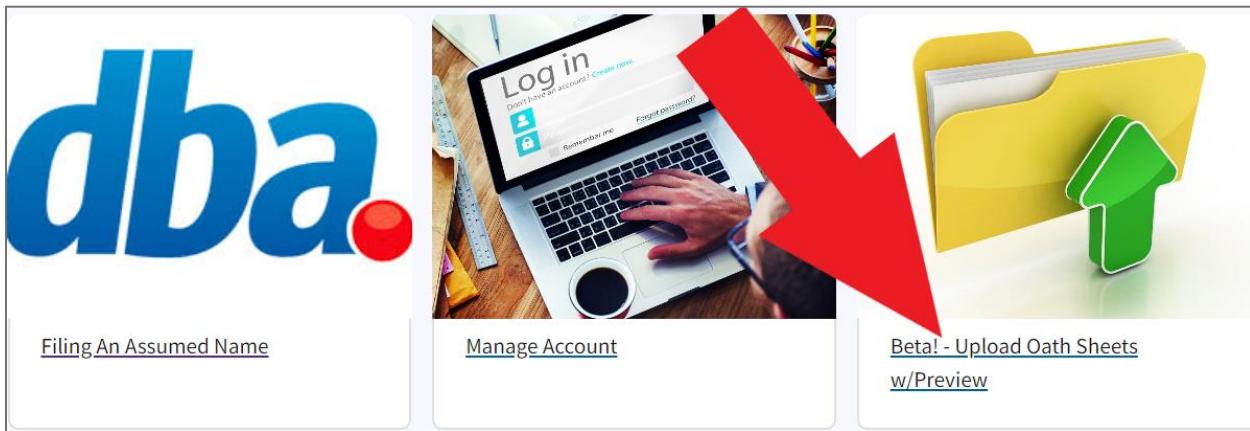


Figure 138. A red arrow points to the "Beta! Upload Oath Sheets with Preview" link

This takes you to the **Upload Notary Oath Sheets** page where you will find instructions for uploading an oath sheet.

The instructions are seen in **Figure 139**.

Click **Browse for File** to select the file for uploading. Follow the standard prompts for uploading a file.

Home > Register of Deeds > Upload Notary Oath Sheets

Upload Notary Oath Sheets

Sample County

Instructions

Scan the Notary Oath sheets to PDF. Make sure to scan in Black & White. More than one sheet may be scanned in one file.

Browse for the PDF(s) using the browse button below.

A modern browser such as IE10+, Chrome, Firefox, or Safari (Apple Hardware Only) may be required. This site may not work on Safari for Windows or older versions of some browsers.

Upload Notary Oath Files

Select PDF or Tiff from local drive:

Browse for File

Figure 139. Upload Notary Oath Sheets

To upload your oath sheet, click **Browse for File**.

For this example, we created a test page and uploaded it. See **Figure 140**.

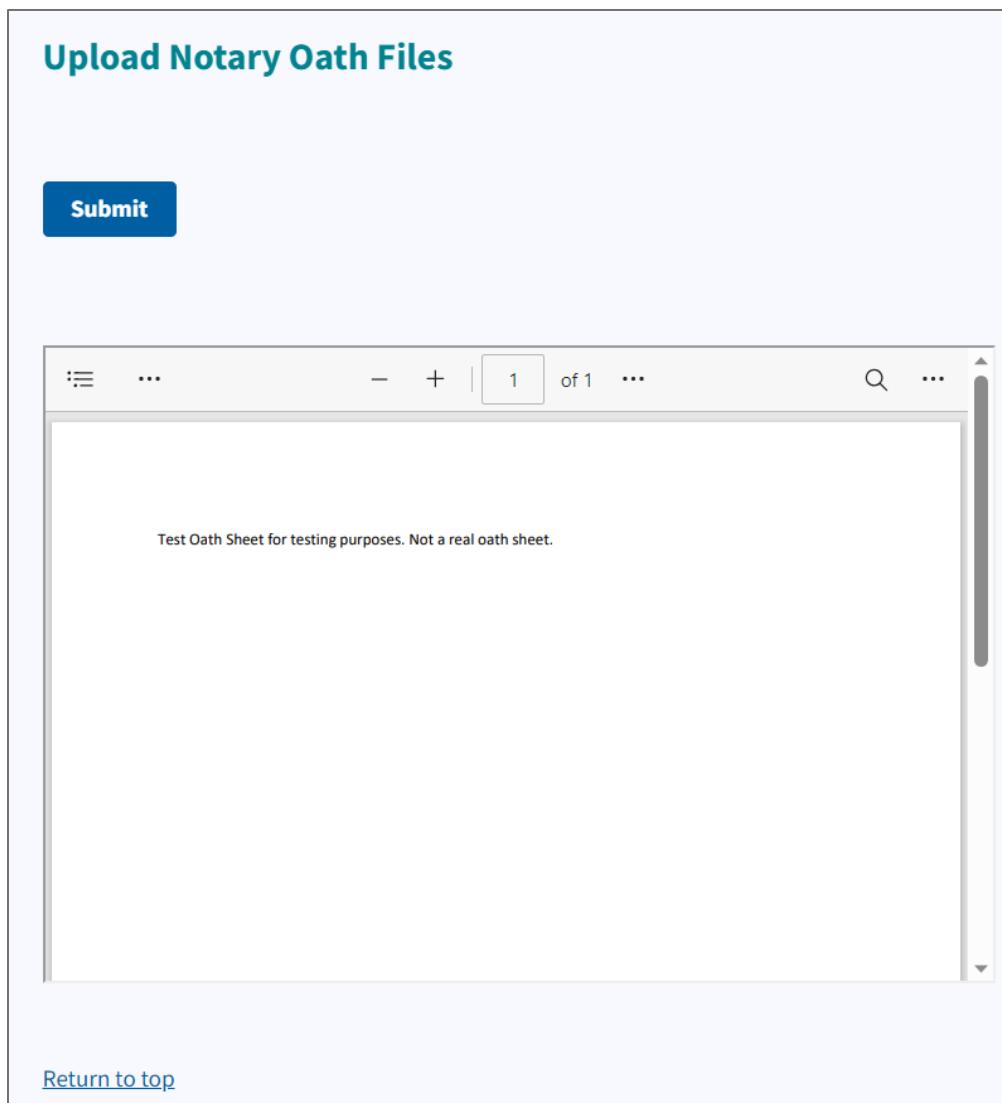


Figure 140. Upload Notary Oath Files

In the window, you see a preview of the document you selected for uploading.

Click **Submit**.

This takes you to a page that lists your file name at the top and a preview at the bottom.

If the file is successfully uploaded, the words "**File Accepted**" show beneath the file name at the top.

If you want to upload a second oath sheet, click **Upload Another File**.

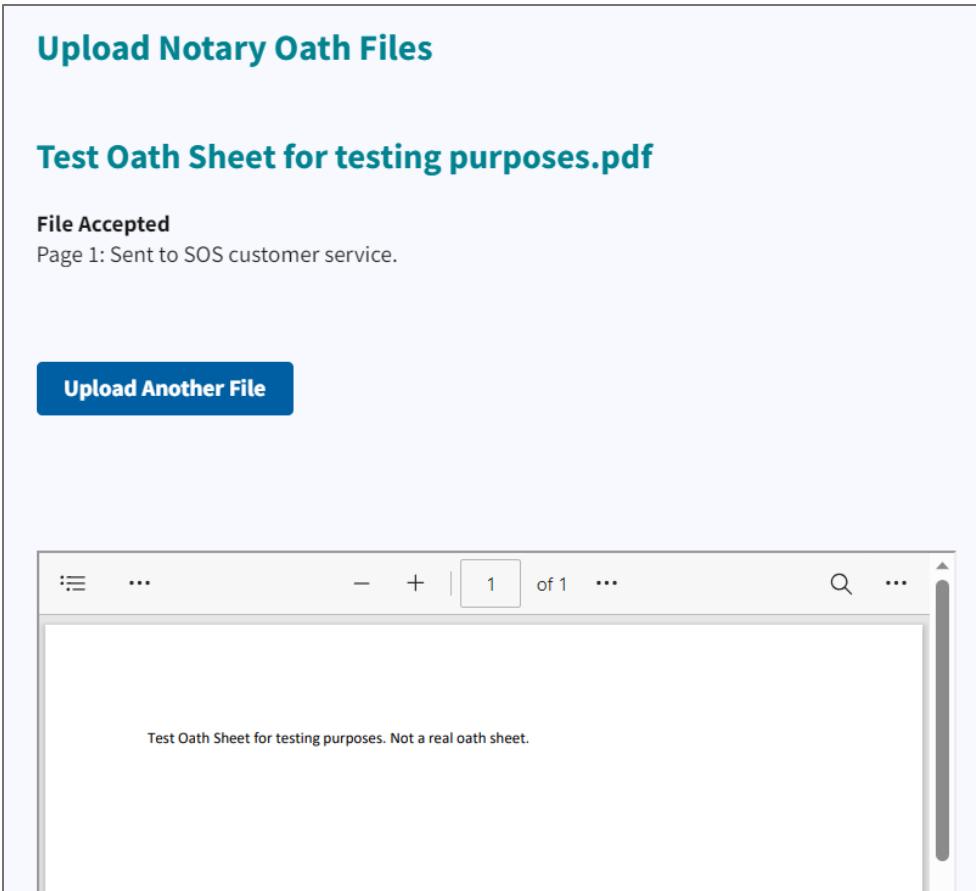


Figure 141. File Accepted

This is the end of the uploading process.

Search

Select **Search**.

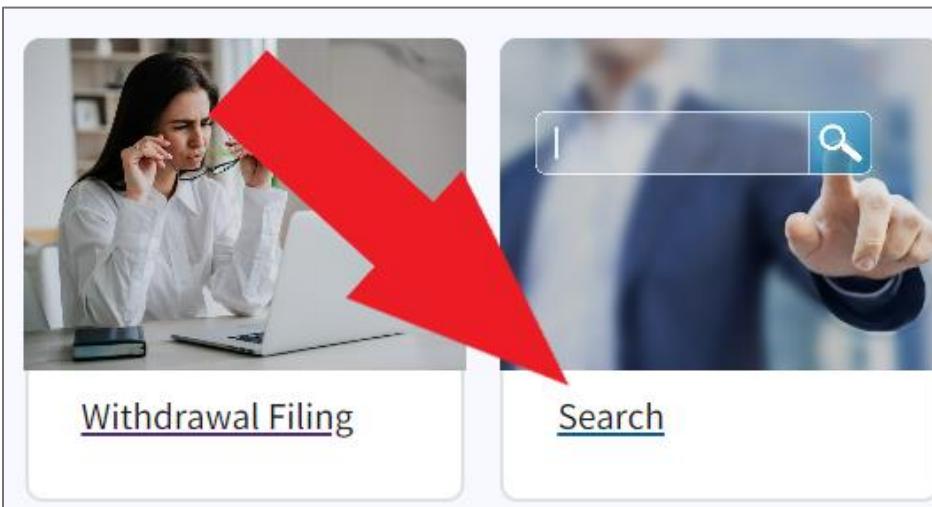


Figure 142. A red arrow points to the "Search" link

Enter your search parameters and the search text.

Home > Assumed Name > Search Assumed Business Names

Search Assumed Business Names

Search for

Company By Assumed Name

Words

Starting With

Search text

Filter Search

Figure 143. Search Assumed Business Names page

Click **Search**.

The Search Results page displays rows of assumed names that closely match your search requirements.

Select the **plus (+)** sign to expand the assumed name's tile to display more information.

Home > Assumed Name > Search > Search Results

Search Results

Records Found: 6 Search Type: Starting Search Criteria: Abc Cleaning
Search Time: 7/2/2024 11:32 AM [Search Again](#)

ABC Cleaning • (1713452) • 6/8/2018

- [Download Filing\(PDF\)](#)
- **Initial Assumed Name:** ABC Cleaning
- **Assumed Business Name Number:** 1713452
- **Entered Date:** 6/8/2018 11:54:12 AM
- **Filing County:** Carteret
- **Engaged Counties:**
 - Carteret (Add)
 - Craven (Add)
 - Onslow (Add)
 - Wake (Add)
- **Owners:**
 - Renee Fulcher (Add)

ABC CLEANING • (1941620) • 1/27/2020

Figure 144. Search Results page with red arrow pointing at a minus symbol

You can download and print a PDF copy of the filing by selecting the “Download Filing (PDF)” link.

Notary Instructor Access

Select **Notary Instructor Access**.

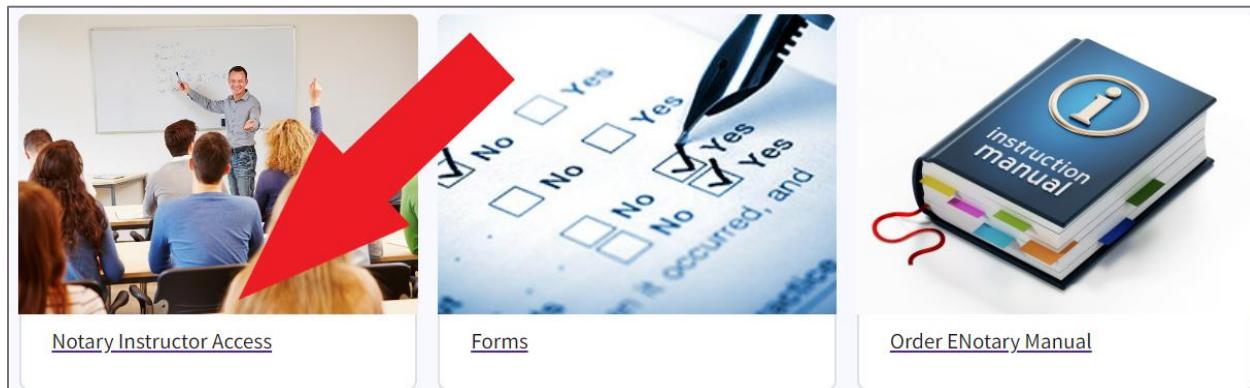


Figure 145. A red arrow points to the "Notary Instructor Access" link

This takes you to the **Notary Instructor** page.

The screenshot shows a web page titled 'Notary Instructor'. At the top left, there is a breadcrumb navigation: 'Home > Notary > Notary Instructor'. Below the title, there is a section titled 'Notary Instructor' with a dark blue background. To the right of this section is a large image of a notary stamp and some small gold seals. On the left side of the page, there is a sidebar with the heading 'The North Carolina Notary Public and You'. The sidebar contains text about the North Carolina Department of the Secretary of State Notary Public Section's role in regulating notaries public.

Figure 146. Notary Instructor page

Under the **Browse Notary Instructor** section, there are nine box links.

The links are:

- Instructions for Online Exam Reporting System (PDF)
- Presentations
- Forms
- Exams
- Resources
- Brochures
- List of Approved Handouts
- Grade Entry
- EVN Resources

Browse Notary Instructor

[Instructions for On-Line Exam Reporting System\(PDF\)](#)

[Presentations](#)

[Forms](#)

[Exams](#)

[Resources](#)

[Brochures](#)

[List of Approved Handouts](#)

[Grade Entry](#)

[EVN Resources](#)

Figure 147. Browse Notary Instructor section and links

Instructions for Online Exam Reporting System (PDF)

Select **Instructions for Online Exam Reporting System**.

This link brings you to a PDF copy of the [Notary Public Online Exam Reporting System Instructions](#). These are for the older website, but the steps still apply to the new one.

Presentations

Select **Presentations**.

This link takes you to the Notary Instructor Presentations page where you find two links to PDF copies of the [Electronic Notary Course – Revised July 2022](#) (PowerPoint) and the [Notary Public Course – Revised July 2022](#) (PowerPoint) presentations.

Home > Notary Instructor > Notary Instructor Presentations

Notary Instructor Presentations

- [Electronic Notary Course-Revised July 2022 \(Power Point\)](#)
- [Notary Public Course-Revised July 2022 \(Power Point\)](#)

[Return to top](#)

Figure 148. Notary Instructor Presentations page

Forms

This link takes you to the **Notary Instructor Forms** page where you will find a list of PDF forms related to notary instruction.

Home > Forms > Notary

Notary

Forms

Updated Refund Policy
Refund requests must be made within 45 consecutive days of receipt of funds and will only be issued for amounts over \$10.00.

 [Initial Application for North Carolina Notary Public\(PDF\)](#)
\$50.00

 [Reappointment Application for North Carolina Notary Public\(PDF\)](#)
\$50.00

 [Renew Notary Commission](#)

Figure 149. Notary Instructor Forms page

Details

Look for Notary notifications in your email.

Once your Notary application is approved, you will receive a notice to visit the Register of Deeds office in the county of your commission to take the oath of office. The notice will be delivered by email.

If paying by check, make checks payable to: "North Carolina Secretary of State"

Exams

Select **Exams**.

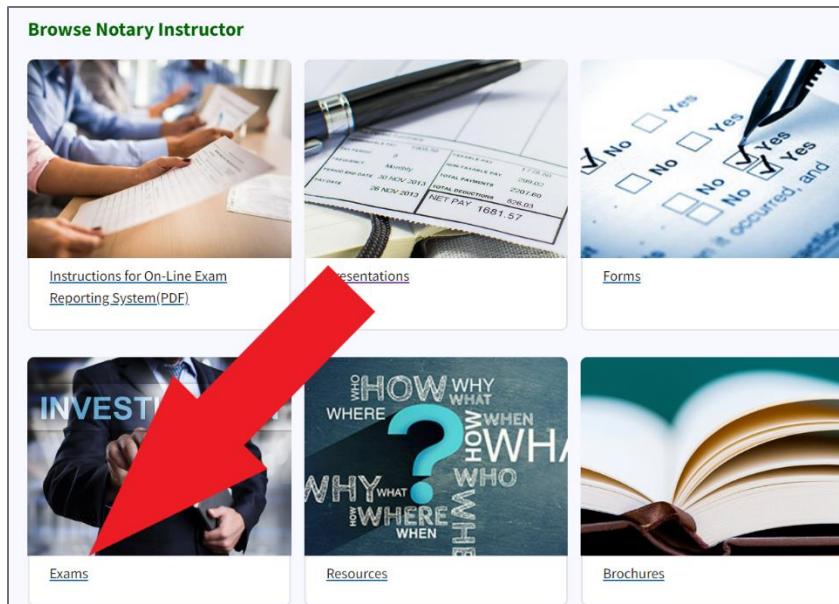


Figure 150. A red arrow points to the "Exams" link

This link takes you to the Notary Exams page where you find a list of exams in PDF format.

The screenshot shows the 'Notary Exams' page for the year 2022. It features a header with the URL 'Home > Notary Instructor > Notary Exams'. Below the header, the title 'Notary Exams' is displayed. A date selector '2022' is followed by a minus sign. Two download links are listed: 'eNotary Exam(revised January 2022)' and 'eNotary Exam Key(revised January 2022)'. Each link is preceded by a small icon representing a document or file.

Figure 151. Notary Exams page

Resources

Select **Resources**.

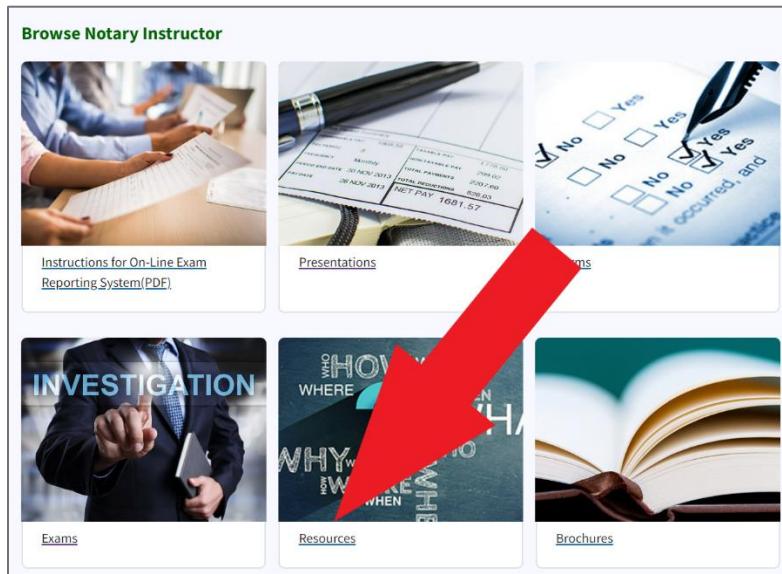


Figure 152. A red arrow points to the "Resources" link

This link takes you to the Resources page where you find presentations that apply to teaching notary courses. These presentations are in PDF format.

The screenshot shows a breadcrumb navigation: Home > Notary Instructor > Instructor Resources. Below it is a section titled 'Instructor Resources'. Two links are listed: 'Advanced Instructor Training(PDF)' (with a small icon) and 'How Do Bad Notaries Get Caught(PDF)' (with a small icon).

Figure 153. Instructor Resources page

Brochures

Select **Brochures**.

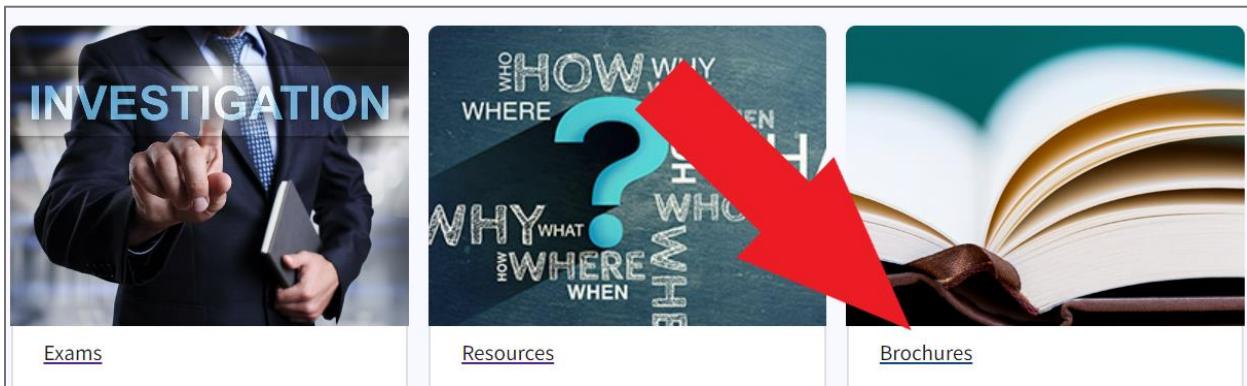


Figure 154. A red arrow points to the "Brochures" link

This link takes you to the **Notary Instructor Brochures** page. There are two brochures in PDF format available for download and print.

Home > Notary Instructor > Notary Instructor Brochures

Notary Instructor Brochures

 [eCommerce Brochure \(PDF\)](#)

 [eNotary Brochure \(PDF\)](#)

Figure 155. Notary Instructor Brochures page

List of Approved Handouts

Select **List of Approved Handouts**

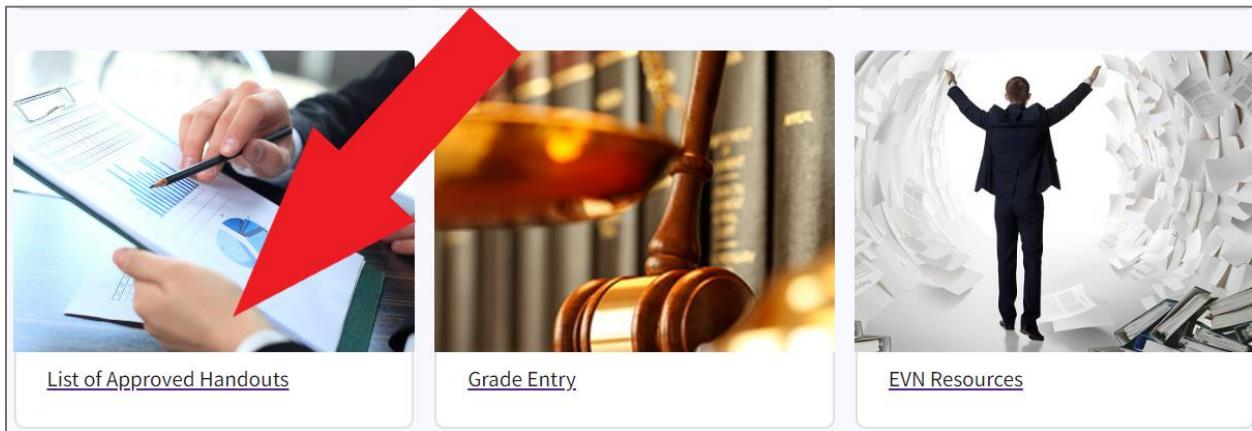


Figure 156. A red arrow points to the "List of Approved Handouts" link

This link takes you to a list of approved instructor handouts in PDF format.

Home > Notary Instructor > Notary Instructor Approved Handouts

Notary Instructor Approved Handouts

 [Absentee Ballot Application and Certificate\(PDF\)](#)

 [Absentee Voting Instructions\(PDF\)](#)

Figure 157. List of Approved Handouts page

Grade Entry

Select **Grade Entry**.

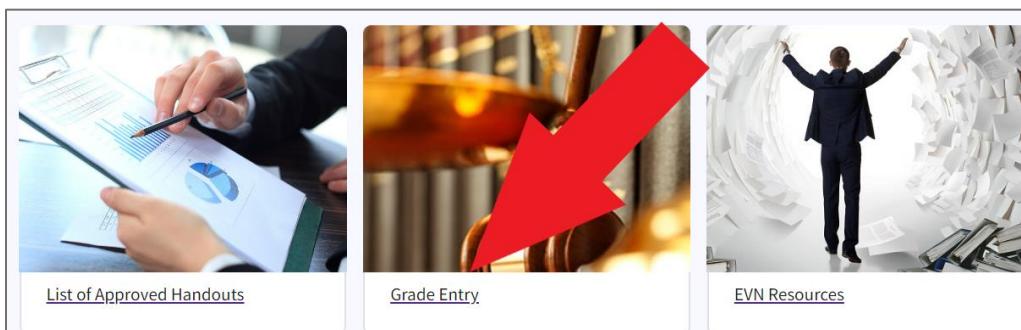


Figure 158. A red arrow points to the "Grade Entry" link

The Notary Grade Entry page has four box image links:

- Enter a New Notary Class
- Enter a New eNotary Class
- Continue Entering a Class
- View a Previous Class

The screenshot shows the 'Sample Order' section of the Notary Grade Entry page. At the top, there is a breadcrumb navigation: Home > Notary Instructor > Sample Order. Below the title, there are four box image links:

- Enter a new Notary class**: An image of two people holding papers, with one person pointing at a document.
- Enter a new eNotary class**: An image of a hand holding a calculator next to a grid with a pencil.
- Continue entering a class**: An image of a document titled 'EXAM' with a grade 'B' written on it, containing several checkmarks and X's.
- View a previous class**: An image of a clipboard with a checklist, showing several items marked with green checkmarks.

Figure 159. Notary Grade Entry page

EVN Resources

Select **EVN Resources**.

The screenshot shows the 'EVN Resources' section. It features three links arranged horizontally:

- List of Approved Handouts**: An image of hands analyzing charts and graphs on a tablet.
- Grade Entry**: An image of a wooden gavel and block.
- EVN Resources**: An image of a man in a suit standing with arms raised, surrounded by a large pile of papers.

A large red arrow points from the left towards the 'EVN Resources' link.

Figure 160. A red arrow points to the "EVN Resources" link

The **EVN Resources** page has exam preparation resources and information.

The screenshot shows a web page titled "EVN Resources". At the top left, there is a breadcrumb navigation: "Home > Notary > EVN Resources". Below the title, there are two main links: "Notary Public Course w EVN course May 2020(PDF)" and "NEW Exam 4 - 2020 EVN(PDF)". Each link is accompanied by a small icon of a document with a red arrow pointing to it.

Figure 161. EVN Resources page

Forms

On the Notary main page, select **Forms**.

The screenshot shows the Notary main page with three main options: "Notary Instructor Access", "Forms", and "Order ENotary Manual". A red arrow points to the "Forms" link. Each option has a corresponding image: a classroom scene for "Notary Instructor Access", a document with checkboxes for "Forms", and a book for "Order ENotary Manual".

Figure 162. A red arrow selects the "Forms" link

There is a list of notary forms available in downloadable and printable PDF format. You can also file directly online by selecting the orange buttons.

The screenshot shows the "Forms" page. At the top left, there is a breadcrumb navigation: "Home > Forms > Notary". Below the navigation, there is a section titled "Notary Forms" with a "Updated Refund Policy" notice. The policy states: "Refund requests must be made within 45 consecutive days of receipt of funds and will only be issued for amounts over \$10.00." Below this, there are three main links: "Initial Application for North Carolina Notary Public(PDF)", "Reappointment Application for North Carolina Notary Public(PDF)", and "Renew Notary Commission". Each link is accompanied by a small icon of a document with a red arrow pointing to it.

Figure 163. Forms page

Order an eNotary Manual

Select **Order an eNotary Manual**.



Figure 164. A red arrow points to the "Order eNotary Manual" link

The **Order eNotary Manual** page has instructions for ordering a manual.

Home > Notary > North Carolina Secretary of State Electronic Notarization Manual

North Carolina Secretary of State Electronic Notarization Manual

Order and Redeem digital Electronic Notarization Manuals Online

The North Carolina Secretary of State's Office now provides a digital copy of your eNotary Manual available for ordering online via our website. This publication must be purchased in bulk by colleges or universities for distribution to students who have registered to take an Electronic Notarization course.

Below find links to our online ordering process, or if you are a student and already have a code, select the link to redeem your digital Electronic Notarization Manual.

(If you do not have an eNotary Manual Key Code contact the college or university you registered with to take the eNotary course. DO NOT contact the Secretary of State's office to obtain a Key Code.)

Order Manual(s) Online

College/University administrators and College Bookstore purchase managers only

- Use the link below to order up to 100 codes to be redeemed for digital versions of the Electronic Notarization Manual.

Figure 165. Instructions

The instructions state:

Order and Redeem digital Electronic Notarization Manuals Online

The North Carolina Secretary of State's Office now provides a digital copy of your eNotary Manual available for ordering online via our website. This publication must be purchased in bulk by colleges or universities for distribution to students who have registered to take an Electronic Notarization course.

Below find links to our online ordering process, or if you are a student and already have a code, select the link to redeem your digital Electronic Notarization Manual.

(If you do not have an eNotary Manual Key Code contact the college or university you registered with to take the eNotary course. DO NOT contact the Secretary of State's office to obtain a Key Code.)

Order Manual(s) Online

College/University administrators and College Bookstore purchase managers only

- Use the link below to order up to 100 codes to be redeemed for digital versions of the Electronic Notarization Manual.
- You must pay by credit card.
- Provide the students with the instructions at the link below to redeem their Electronic Notary Public Manual: "eNotary Manual Redeeming Instructions – for Students"
- [eNotary Manual Ordering Instructions – for Colleges/Universities](#)

Redeem Code

Only for students who are paid registrants for an Electronic Notary Public Course to Redeem and download the Electronic Notarization Manual.

If you have received an eNotary Manual Key Code(s) after registering and paying for the Electronic Notary Public Course with a college or university click the link below to redeem and download your digital version of the Electronic Notarization Manual.

If you have not registered and paid for the electronic notarization course at a college and have not obtained an eNotary Manual Key Code it is not possible to redeem and download the Electronic Notary Manual.

Contact the educational institution you would like to take the Electronic Notary course with for instructions on how to register for the course and obtain the required text book.

Do not contact the Secretary of State for eNotary Manual Key Codes.

[eNotary Manual Redeeming Instructions – for Students](#)

Notary Newsletter Archives

Select **Notary Newsletter Archives**.



Figure 166. Notary Newsletter Archives link

The **Notary Newsletter Archives** page has year dropdown.

Select the year of the notary newsletter for which you are searching.

A screenshot of a web page titled "Notary Newsletter Archives". Above the title, there is a breadcrumb navigation: "Home > Notary > Notary Newsletter Archives". Below the title, there is a dropdown menu labeled "Select a year" with the value "2024" currently selected. At the bottom of the page, a message states "There are no items at this time."

Figure 167. Notary Newsletter Archives page

The search results display the newsletters in PDF format.

Home > Notary > Notary Newsletter Archives

Notary Newsletter Archives

Select a year

2023



[2023 August Notary Newsletter\(PDF\)](#)



[2023 July Notary Newsletter\(PDF\)](#)



Figure 168. Notary Newsletter Archives search results