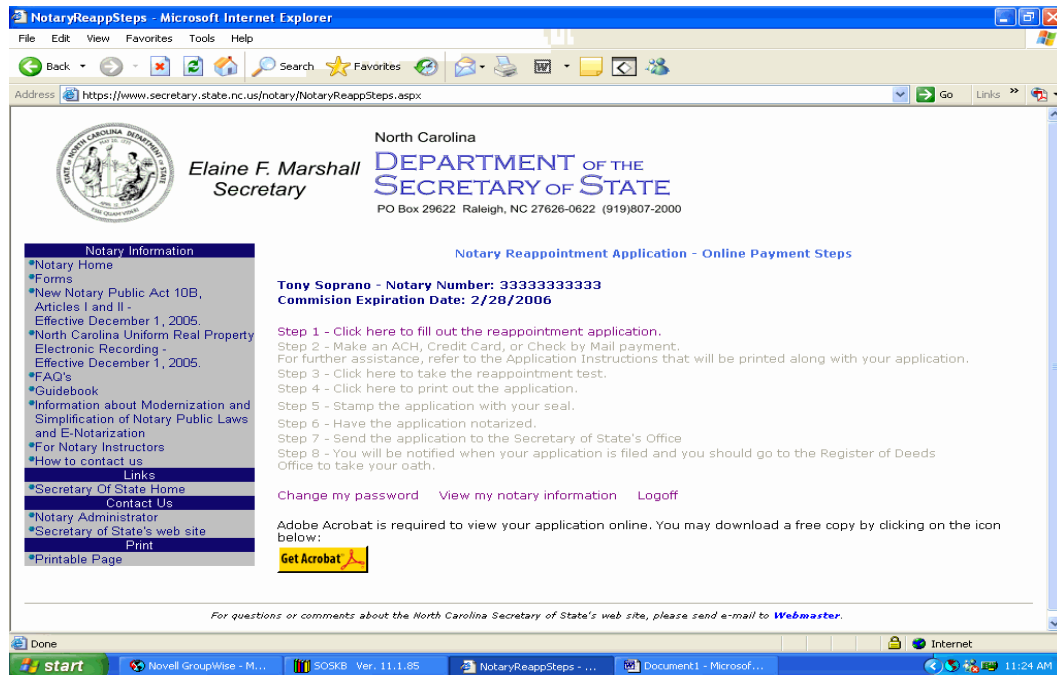


Instructions for Online Notary Public Examination and Reappointment Application

- 1- From the Secretary of State's web site at www.sosnc.com , scroll down to the Notary Public Section link and look for the Recommissioning Online section. Read the information and click "here" to login.
 - 2- Logon using your notary number and password (the last four digits of your social security number).
 - a. If you don't know your notary number, click on the link below that reads "Don't know your notary number, click here".
- * Notary numbers are confidential and should not be shared with other individuals.**
- 3- The next screen will show you your notary number and expiration date. Follow the steps to complete your reappointment application and notary public exam.
 - a. If your commission has expired, you will need to print an application from the "Forms" link on the left side of the screen and mail the application with the \$50.00 commission fee to the Secretary of State's office. You will be notified when you are eligible to take the exam.



- b. Step 1 - Fill out the reappointment application. Answer all questions completely and correctly.
 - Some questions may require you to submit additional information along with your application to the Secretary of State's office.

- c. Step 2 - Make an ACH, Credit Card, or Check by Mail payment.
- ACH will debit directly from your checking account. The reappointment fee is \$50.00 + \$2.00 transaction fee = \$52.00.
 - Credit Card will be deducted from your credit card account. The reappointment fee is \$50.00 + \$2.00 transaction fee = \$52.00.
 - Check by Mail will require you to mail a check or money order (no cash) with your application. The reappointment fee is \$50.00.
- d. Step 3 - Take the reappointment exam.
- Do not click here until you are ready to take the exam.
 - Once you click on Step # 3 you will have 30 minutes to complete the exam.
 - We suggest that you review the new notary law at <http://www.sosnc.com/SenateBill671.pdf> before you take the test.
 - If you pass with a score of 80% or above you will be directed to step # 4.
 - If you do not pass with a score of 80% or above you will be allowed to re-take the exam up to two additional times within thirty (30) days after taking the first exam.
 - If you fail the exam three times you will be required to take the Notary Public course of instruction available through the NC Community College system before you can re-apply for a Notary Public commission. To locate a community college near you, go to www.ncccs.cc.nc.us.

NotaryReappSteps - Microsoft Internet Explorer

Address: <https://www.secretary.state.nc.us/Notary/NotaryReappSteps.aspx>

North Carolina
Elaine F. Marshall
 Secretary
DEPARTMENT OF THE SECRETARY OF STATE
 PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

Notary Reappointment Application - Online Payment Steps

Tony Soprano - Notary Number: 3333333333
Commission Expiration Date: 2/28/2006

Step 1 - Click here to fill out the reappointment application. **Completed!**

Step 2 - Make an ACH, Credit Card, or Check by Mail payment. **Completed!**

For further assistance, refer to the Application Instructions that will be printed along with your application.

Step 3 - Click here to take the reappointment test. **Completed!**

Your best grade is 98 and you have taken the test 1 times.

Step 4 - Click here to print out the application.

Step 5 - Stamp the application with your seal.

Step 6 - Have the application notarized.

Step 7 - Send the application to the Secretary of State's Office

Step 8 - You will be notified when your application is filed and you should go to the Register of Deeds Office to take your oath.

Change my password View my notary information Logoff

Adobe Acrobat is required to view your application online. You may download a free copy by clicking on the icon below:

Get Acrobat

For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to Webmaster.

- e. Step 4 – Print the application.
- f. Step 5 – Stamp the top of the application with your notary seal.
- g. Step 6 – Have another notary to notarize your signature on the application.
- h. Step 7 – Send the application to the Secretary of State’s office at the address listed on the application.
- i. Step 8 – You will be notified when your application is filed. You are required to go to the Register of Deeds office in the county of your commission to take your oaths of office.
 - NCGS 10B requires that you take the oaths of office within 45 days after commissioning (issue date). Failure to comply will require you to re-apply and pay another \$50.00 non-refundable fee.