



STATE OF NEW MEXICO
MAGGIE TOULOUSE OLIVER
SECRETARY OF STATE

Notary Public Application Information

Please Note: Application and bond must be completed in black or blue ink. We do not accept application with background colors.

1. Applications which contain liquid paper or signatures which have been traced or written over will not be accepted.
2. The mailing and business addresses and both phone numbers must be filled out completely. The mailing address is where all mailings will be sent. **Please provide the business name and/or persons attention the mailings are to be sent to as well as a complete address including any suite or box numbers.**
3. The applicant's name shall read identical to their legal name listed on their most recently issued state identification . The applicant's name shall be listed identically everywhere listed on the application, bond, stamp, and signatures.
4. The oath of office must be signed by the applicant and notarized by a New Mexico commissioned notarial officer.
5. The application fee is \$30. Your Check or Money Order should be made payable to the New Mexico Secretary of State. Money Orders must be filled out completely. Sorry, we cannot accept purchase documents. **DO NOT SEND CASH.**
6. Each applicant is required to obtain a surety bond or its functional equivalent in the amount of ten thousand dollars (\$10,000). The assurance must be issued by a surety or other entity licensed or authorized to do business in this state. Each surety bond must contain:
 - a. the applicant's signature as the principal applicant and their signature must be notarized by a current New Mexico Notary Public under the section 'Acknowledgment of Principal (Applicant)'. **The applicant should never notarize their own signature, even if their commission is currently active.**
7. Each notary public must take the New Mexico State Notary Qualification exam and attach the issued certificate of completion to this application.
8. Within 45 days of the notary application being approved the notary must provide proof of their notary stamp by sending in the Stamp Registration Form. Failure to do so will result in a referral to the State Ethics Commission.
9. ***If you are applying to be both a Notary Public and a Remote Online Notary Public you must provide BOTH applications, certificates of completion, and stamp registration forms along with the additional fee.***

Type or Print Legibly
\$30 Filing Fee



STATE OF NEW MEXICO
MAGGIE TOULOUSE OLIVER
SECRETARY OF STATE

Notary Public Application

This form must be completed in its entirety and submitted with a **surety bond**, the Certificate of Completion, and a check or money order for **\$30.00** to the address below. Please type or print neatly in black or blue ink. Illegible applications will be returned for clarification. **The applicant may not perform notarial acts until they have received a certificate of commission from this office and have provided proof of their official stamp.**

Applicant's name shall match exactly as it appears on their most recently issued, unexpired state identification.

Date: _____ Name: _____
Last First Middle

Renewal _____
Commission Number Expiration date

Attention: _____ Business Address: _____
Mailing Address: _____
City State Zip Code
City State Zip Code

Home Phone: _____ Business Phone: _____

Email Address: _____

Oath of Office

I hereby apply for appointment as a Notary Public of the State of New Mexico. I hereby certify that I am a resident of New Mexico; I am 18 years of age or older; I have never been convicted of a felony; I have not had my Notary Public commission revoked during the past five years. I also do solemnly swear that, as a Notary Public of the State of New Mexico, I will support the Constitution and laws of the United States, and of the State of New Mexico and I will faithfully and impartially discharge the duties of my office to the best of my ability.

Signature of Applicant

State of New Mexico County of: _____ Signed and sworn to before me on _____ day of _____, 20____, by _____ (Applicant Name) _____ Signature of Notarial Officer Title of office	OFFICIAL STAMP
---	----------------

Date received:	FOR OFFICE USE ONLY
Date commission Expires: _____	

325 DON GASPAR, SUITE 300 | SANTA FE, NEW MEXICO 87501
PHONE: (505) 827-3600 or (800) 477-3632 | FAX: (505) 827-8081
WWW.SOS.STATE.NM.US