



STATE OF NEW MEXICO

**MAGGIE TOULOUSE OLIVER**

SECRETARY OF STATE

### Instructions for Registering a Notarial Officer Official Stamp

1. All Notarial Officers shall register their official stamp with the Office of the Secretary of State pursuant to 14-14A-16 NMSA 1978.
2. The official stamp shall be in 10 point font and follow the below requirements:
  - a. if the notarial officer is a commissioned Notary Public the official stamp shall include the words "State of New Mexico" and "Notary Public", your legal name identically as listed on your Certificate of Commission, the issued commission number and the commission expiration date as listed on your Certificate of Commission.
  - b. if the notarial officer is licensed to practice law in the State of New Mexico the official stamp shall include the words "State of New Mexico" and "Notarial Officer", your legal name, your jurisdiction, and state bar number.
  - c. if the notarial officer is a judge, court clerk or deputy court clerk the official stamp shall include the words "State of New Mexico" and "Notarial Officer", your legal name as it appears in the office held, and your judicial district.
  - d. if the notarial officer is a county clerk or deputy county clerk the official stamp shall include the words "State of New Mexico" and "Notarial Officer", your legal name as it appears in the office held, and the county.
3. The official stamp **cannot** contain the New Mexico state seal.
4. The attached Notary Officer Official Stamp Registration form must be submitted to the Office of the Secretary of State prior to performing your initial notarial act. Failure to do so may result in a referral to the State Ethics Commission.

#### Example of Official Stamps:

a     State of New Mexico  
       Notary Public  
       *Legal Name*  
       Commission Number  
       Expiration Date

b     State of New Mexico  
       Notarial Officer  
       *Legal Name*  
       State Bar Number

c     State of New Mexico  
       Notarial Officer  
       *Legal Name*  
       Judicial District

d     State of New Mexico  
       Notarial Officer  
       *Legal Name*  
       County you serve



STATE OF NEW MEXICO

**MAGGIE TOULOUSE OLIVER**

SECRETARY OF STATE

### Notarial Officer Official Stamp Registration

All Notarial Officers shall register their official stamp with the Office of the Secretary of State pursuant to 14-14A-16 NMSA 1978 prior to performing their initial notarial act. All information provided on your stamp must be an exact match to the issued certificate of commission or office held.

Notarial Officer Name

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle (if used)

I am a Notarial Officer in the following capacity:

Notary public

Commission number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Attorney

State Bar number: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Judge, Court Clerk, or Deputy Court Clerk

Judicial District: \_\_\_\_\_

County Clerk, or Deputy County Clerk

County of: \_\_\_\_\_

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Affix your official  
stamp here**

Please email this form to [sos.notarypublic@state.nm.us](mailto:sos.notarypublic@state.nm.us)

---

**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**