

# NOTARY PUBLIC ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

*REVISED JANUARY 2024*

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## Introduction

The NM Secretary of State filing system for Notary Public filings is <https://enterprise.sos.nm.gov>. All filings can be submitted and paid for online. PDF uploads are required for all documents to be submitted with applications. If you do not find the information you need in this help document, please email [business.services@sos.nm.gov](mailto:business.services@sos.nm.gov) with your specific question.

## File a New Notary Application

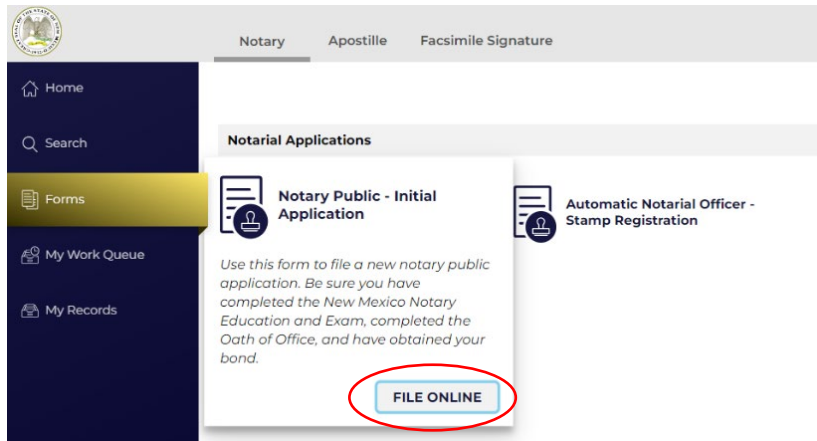
If you have never been a notary public in New Mexico, file this initial application. If you have ever been a notary public in New Mexico, even if your commission has expired, file a [Notary Renewal Application](#).

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:

The screenshot displays the New Mexico Secretary of State's online filing portal. At the top right, a 'Login' button is circled in red. The main banner area features the text 'Business \* Notarial Officer \* Commercial Filings' and 'Online Filing System' with a 'Start Here' button. Below the banner, a 'Welcome to the Online Portal' message is displayed. A sidebar on the left contains links for 'Home', 'Search', and 'Forms'. Below the main content, a 'New Mexico Login' form is shown with fields for 'User Email' (containing 'example@email.com') and 'Password'. A 'LOGIN' button is present, along with links for 'Forgot or Change Password?' and 'Create an account', the latter of which is circled in red.

*NOTE: The email address that is used as the login is where all notifications related to filings will be sent.*

3. Navigate to “Forms” in the sidebar and select “Notary Public – Initial Application.” Click File Online:



4. Follow the instructions and filing wizard prompts to complete the filing.

## General Information:

**Before you begin, and to complete this online form, you will need to have available to upload the following documents in PDF format:**

- Surety Bond, signed and notarized.
- Certificate of Completion of Notary Exam. The training and exam must be completed through the [National Notary Association](#).
- Oath of Office, signed and notarized, available [here](#).

### Information Resources:

[Commission as Notary Public qualifications](#)

[Administrative requirements for Notaries Public](#)

### Application Fee:

A \$30.00 non-refundable application fee can be paid online via e-check, credit card, or debit card.

State Employees can pay for their application via Operating Transfer. You must have the Journal ID number. An uploaded copy of the Operating Transfer Journal is optional but preferred. POs and Requisition forms are not acceptable.

5. Once submitted, your application will be evaluated. You will only receive an email from our office after review and your application has been approved, rejected, or requires correction.
6. You can monitor the status of your application from My Work Queue while logged in to your account. All correspondence, instructions and certificates are available in My Work Queue.
7. Your filing history will be available to you from My Records when you are logged in.
8. Your commission is not active until you complete the Notary Public – Stamp Registration filing. This must be completed within 45 days of approval of your application.

## File a Notary Renewal Application

If you have ever been a notary public in New Mexico, you can renew your commission, even if it has expired. You can renew prior to your upcoming expiration date to keep the same day and month expiration.

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:

**New Mexico Login**

User Email  
example@email.com

Password

**LOGIN**

[Forgot or Change Password?](#)

[Create an account](#)

*NOTE: The email address that is used as the login is where all notifications related to filings will be sent.*

3. Search for your existing or expired Notary Commission by clicking on the Search menu button, choose your record from the results list. A slide out drawer will appear on the right:

**Notarial Officer Search**

Search for a Notarial Officer by name, Notary Public Commission number, city, or by Special Services offered.

NM Test Notary

**Advanced**

Results: 1

Name	Commencement Date	Commission #	City of Residence	Notary Status
NM Test Notary	7/13/2023 5:41 PM	2005593	SANTA FE	Active

**NM Test Notary**

**File Amendment**

**Request Certificate**

Notary Name: NM Test Notary  
Commission #: 2005593  
City: SANTA FE  
Status: Active  
Commencement Date: 7/13/2023  
Expiration Date: 7/13/2027  
Title: Notary Public  
Special Services: Not Applicable

4. Select “File Amendment” and choose “Notary Public – Renewal Application”:



5. Follow the instructions and filing wizard prompts to complete the filing.

### **General Information:**

**Before you begin, and to complete this online form, you will need to have available to upload the following documents in PDF format:**

- Surety Bond, signed and notarized.
- Certificate of Completion of Notary Exam. The training and exam must be completed through the [National Notary Association](#).
  - If you took the exam after January 2022 and are renewing within one year of expiration, you can use the original certificate. If more than one year has lapsed, or you have never taken the training, you must complete it.
- Oath of Office, signed and notarized, available [here](#).

### **Changes you can make during renewal:**

- Change name, address, other contact information.
- Add Remote Online Notary (RON) services to your commission (additional filing fee).

### **Information Resources:**

[Commission as Notary Public qualifications](#)

[Administrative requirements for Notaries Public](#)

### **Application Fee:**

A \$30.00 non-refundable application fee can be paid online via e-check, credit card, or debit card. If adding RON services, an additional \$75.00 fee applies.

State Employees can pay for their application via Operating Transfer. You must have the Journal ID number. An uploaded copy of the Operating Transfer Journal is optional but preferred. POs and Requisition forms are not acceptable.

6. Once submitted, your application will be evaluated. You will only receive an email from our office after review and your application has been approved, rejected, or requires correction.

You can monitor the status of your application from My Work Queue while logged in to your account. All correspondence, instructions and certificates are available in My Work Queue.

7. Your commission is not active until you complete the Notary Public – Stamp Registration filing. This must be completed within 45 days of approval of your renewal application.

## **File a Stamp Registration for a Notary Commission**

Once your application for a Notary Public Commission or Notary Renewal has been approved, you will be instructed to file your stamp registration before performing notarial acts. It is a no-fee transaction. You

will need to purchase a stamping device and have a PDF file of your official stamp available to submit online.

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:

The image shows two screenshots from the New Mexico Online Filing System. The top screenshot is the homepage, featuring a header with a 'Login' button circled in red. The main content area has a banner for 'Business \* Notarial Officer \* Commercial Filings' and a 'Welcome to the Online Portal' message. The bottom screenshot is the 'New Mexico Login' page, showing fields for 'User Email' and 'Password', a 'LOGIN' button, and a 'Create an account' link circled in red.

*NOTE: The email address that is used as the login is where all notifications related to filings will be sent.*

3. Search for your record using the search function from the left menu. Choose your record from the results list. A slide out drawer will appear to the right:

The image shows a screenshot of the 'Notarial Officer Search' results page. The search bar contains 'NM Test Notary'. The results table shows one entry: 'NM Test Notary' with a commission number of 2005593, city of Santa Fe, and a status of 'Pending Stamp Registration'. To the right, a slide-out drawer titled 'NM Test Notary' is open, showing details for the notary. The 'File Amendment' button in the drawer is circled in red.

Name	Commencement Date	Commission #	City of Residence	Notary Status
NM Test Notary	7/13/2023 5:41 PM	2005593	SANTA FE	Pending Stamp Registration

NM Test Notary	
Notary Name	NM Test Notary
Commission #	2005593
City	SANTA FE
Status	Pending Stamp Registration
Commencement Date	7/13/2023
Expiration Date	7/13/2027
Title	Notary Public
Special Services	Not Applicable

4. Select "File Amendment" and choose "Notary Public - Stamp Registration":

The image shows a screenshot of the 'File Amendment' form. The title is 'Notary Public - Stamp Registration'. The text below the title says: 'Use this form to submit your Notary Public Stamp Registration.'



5. Follow the instructions and filing wizard prompts to complete the filing.

### Official Stamp Requirements

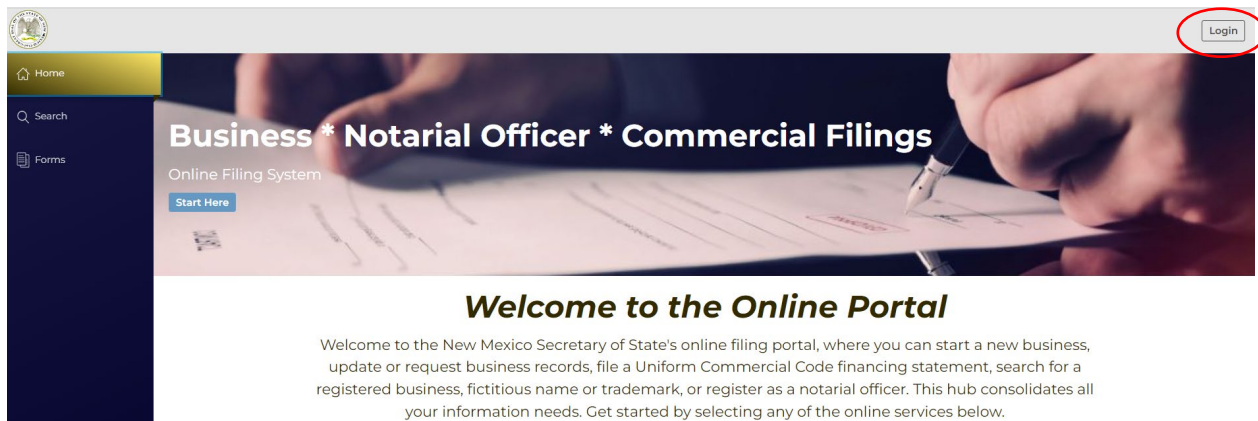
- Proof of the issued stamp shall be provided within 45 days of the notary application being approved. All information provided on the stamp must be an exact match to the issued Certificate of Commission.
- The stamp must be in 10-point font, contain the Official Notary Seal, "State of New Mexico", "Notary Public", the identical name as shown on the Certificate of Commission, the issued commission number and the commission expiration date.
- After the impression is approved by this office, the notary may begin using the notary stamp.

6. You will only receive an email from our office after review and your stamp registration has been approved, rejected, or requires correction.
7. You can monitor the status of your registration from My Work Queue while logged in to your account. All correspondence and certificates are available in My Work Queue.

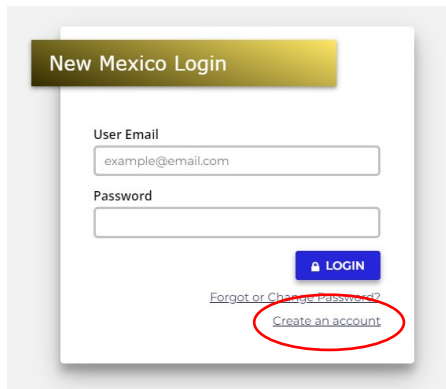
## File a General Amendment

A General Amendment can be filed to make changes to address or contact information, updates to Surety Bond information, RON providers (if already commissioned as a RON), or to update an official stamp. This is a no-fee filing.

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:







**New Mexico Login**

User Email  
example@email.com

Password

**LOGIN**

[Forgot or Change Password?](#)

[Create an account](#)

*NOTE: The email address that is used as the login is where all notifications related to filings will be sent.*

- If you registered your Notary Commission or have filed a previous amendment on the <https://enterprise.sos.nm.gov> portal, you will find your record in My Records in the left menu. Click on your Notary Record and a slide out drawer will appear on the right.



**My Notary Records**

Search My Records

Name	Commencement Date	Commission #	City of Residence	Notary Status	Actions
NM Test Notary	7/13/2023 5:41 PM	2005593	SANTA FE	Active	

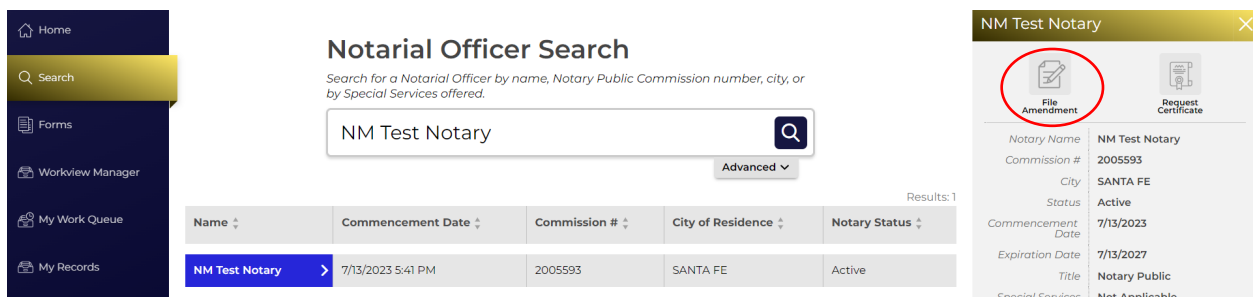
**NM Test Notary**

**File Amendment**

**Request Certificate**

Notary Name: NM Test Notary  
 Commission #: 2005593  
 City: SANTA FE  
 Status: Active  
 Commencement Date: 7/13/2023  
 Expiration Date: 7/13/2027  
 Title: Notary Public  
 Special Services: Not Applicable

- If you have never filed on your Notary Record in this portal, search for your existing Notary Commission by clicking on the Search menu button, choose your record from the results list. A slide out drawer will appear on the right:



**Notarial Officer Search**

Search for a Notarial Officer by name, Notary Public Commission number, city, or by Special Services offered.

NM Test Notary

Advanced

Results: 1

Name	Commencement Date	Commission #	City of Residence	Notary Status
NM Test Notary	7/13/2023 5:41 PM	2005593	SANTA FE	Active

**NM Test Notary**

**File Amendment**

**Request Certificate**

Notary Name: NM Test Notary  
 Commission #: 2005593  
 City: SANTA FE  
 Status: Active  
 Commencement Date: 7/13/2023  
 Expiration Date: 7/13/2027  
 Title: Notary Public  
 Special Services: Not Applicable

- Select “File Amendment” and choose “Notary Public – General Amendment”:



**File Amendment**

**Notary Public - General Amendment**

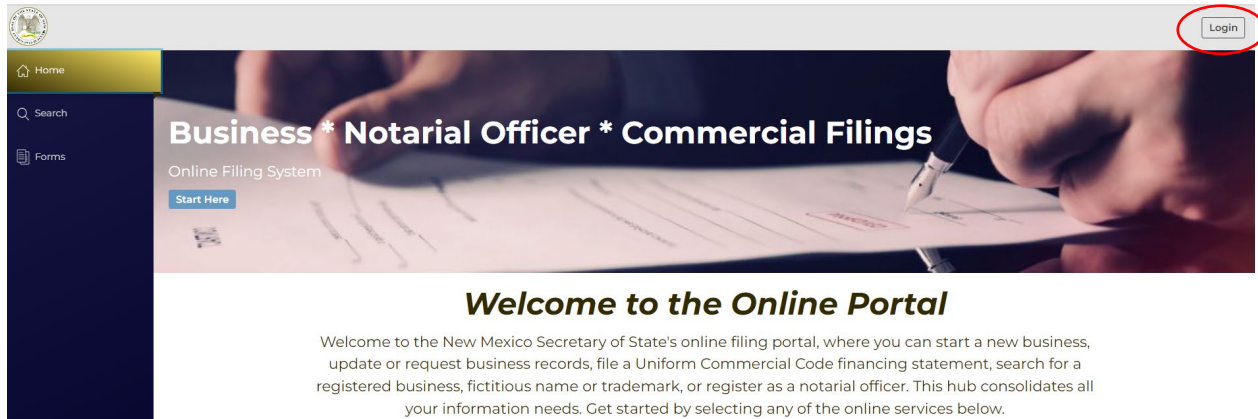
Use this form to file an amendment to your existing Notary Commission information.

- Follow the instructions and filing wizard prompts to complete the filing.

## File a Name Change Request

A Name Change Amendment is required to make a change to a Notary Public's name. A Surety Bond Rider and a new official stamp that reflects the new name is required to complete this filing. There is a \$3.00 filing fee.

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:



*NOTE: The email address that is used as the login is where all notifications related to filings will be sent.*

3. If you registered your Notary Commission or have filed a previous amendment on the <https://enterprise.sos.nm.gov> portal, you will find your record in My Records in the left menu. Click on your Notary Record and a slide out drawer will appear on the right.

Name	Commencement Date	Commission #	City of Residence	Notary Status	Actions
NM Test Notary	7/13/2023 5:41 PM	2005593	SANTA FE	Active	

NM Test Notary	
Notary Name	NM Test Notary
Commission #	2005593
City	SANTA FE
Status	Active
Commencement Date	7/13/2023
Expiration Date	7/13/2027
Title	Notary Public
Specialty	Not Applicable

- If you have never filed on your Notary Record in this portal, search for your existing Notary Commission by clicking on the Search menu button, choose your record from the results list. A slide out drawer will appear on the right:

**Notarial Officer Search**  
Search for a Notarial Officer by name, Notary Public Commission number, city, or by Special Services offered.

Search: NM Test Notary

Advanced

Results: 1

Name	Commencement Date	Commission #	City of Residence	Notary Status
NM Test Notary	7/13/2023 5:41 PM	2005593	SANTA FE	Active

**NM Test Notary**

File Amendment (circled in red)

Request Certificate

Notary Name: NM Test Notary  
Commission #: 2005593  
City: SANTA FE  
Status: Active  
Commencement Date: 7/13/2023  
Expiration Date: 7/13/2027  
Title: Notary Public  
Special Services: Not Applicable

- Select “File Amendment” and choose “Notary Public – Name Change”:

- Follow the instructions and filing wizard prompts to complete the filing.

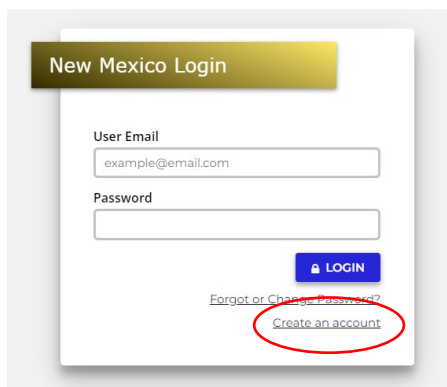
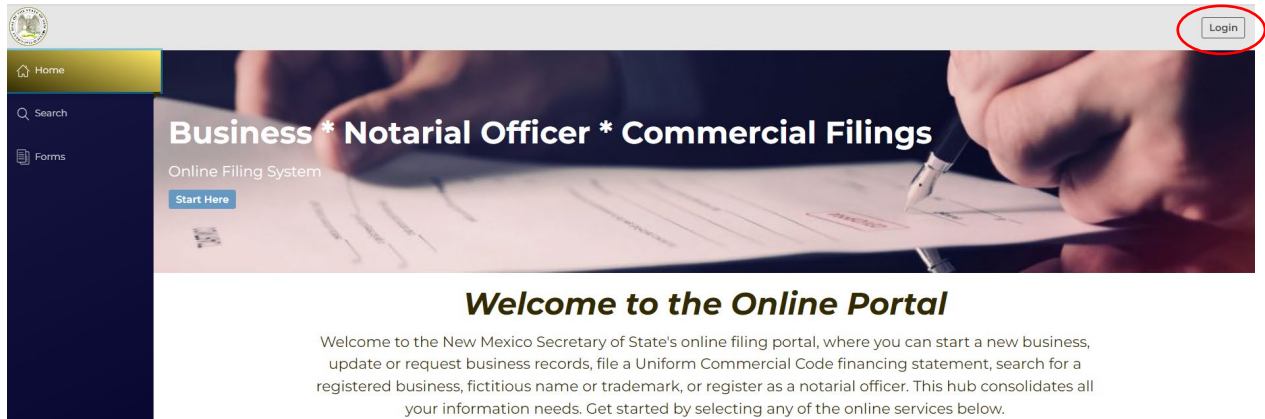
You can make other changes during the filing of a name change, including address and contact information.

- You will only get notification from our office once your application has been approved, rejected, or sent back for correction. You can monitor the status of your application from My Work Queue when logged into the portal. All correspondence and certificates will be available from My Work Queue.

## File a Record Ownership Amendment

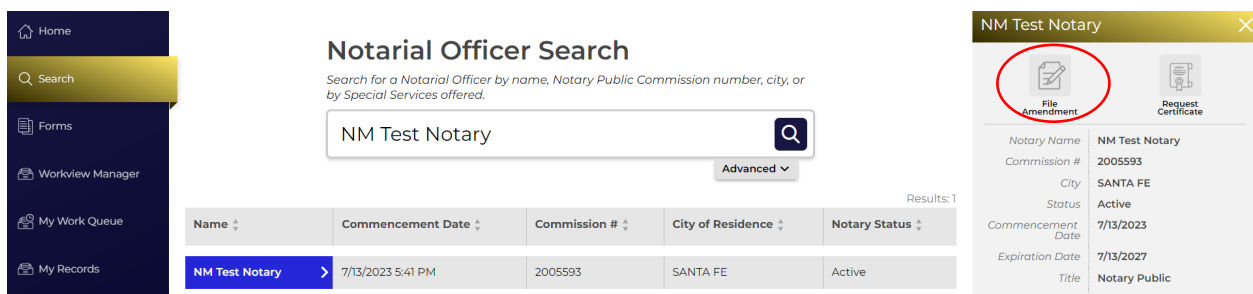
If your initial Notary Commission was issued before July 24, 2023, you must file an amendment to "own" your pre-existing record in the SOS Enterprise System. Filing this ownership amendment gives you access to view the history of your commission, and to file amendments or request a duplicate notary public certificate. It is a no-fee filing.

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:

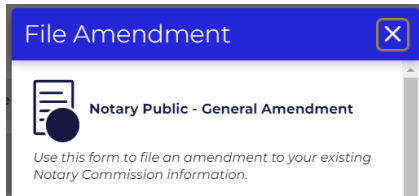


**NOTE:** The email address that is used as the login is where all notifications related to filings will be sent.

3. Search for your existing Notary Commission by clicking on the Search menu button and choose your record from the results list. A slide out drawer will appear on the right:



4. Select “File Amendment” and choose “Notary Public – General Amendment”:



5. Follow the instructions and filing wizard prompts to complete the filing. The only selection required is to choose the check box “I am filing an Ownership Amendment only.” You do not need to make any other changes and can move through the screens by clicking “Next Step” on each of the sections. You will need to complete the signature block to file.

### Ownership Amendment Filing

If your initial Notary Commission was issued before July 24, 2023, you must file an amendment to "own" your pre-existing record in the SOS Enterprise System. In order to file an Ownership Amendment, select the checkbox below. It is a no-fee filing.

If you are making any other changes to your record, including a Surety Bond or Official Stamp update, you can continue on the next page without checking this box.

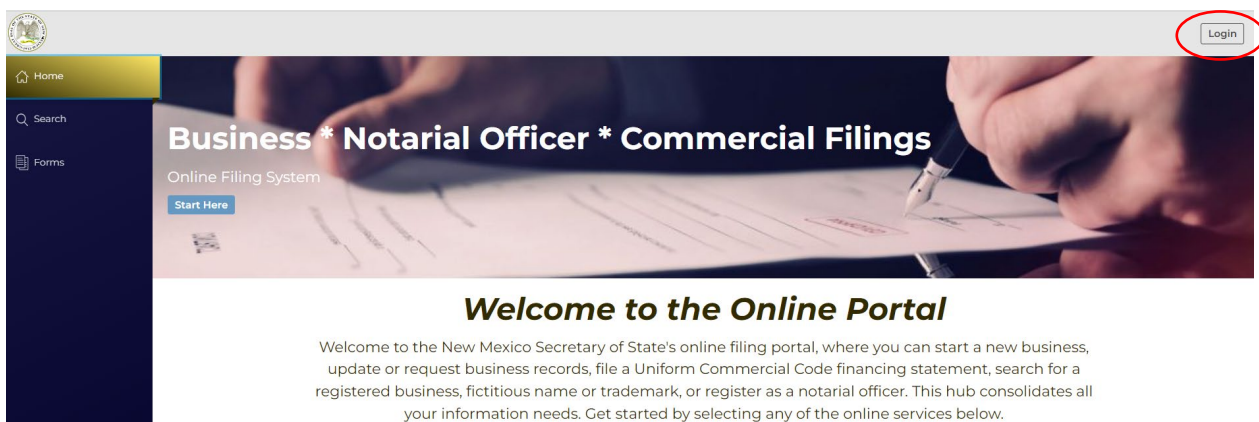
☐ I am filing an Ownership Amendment only

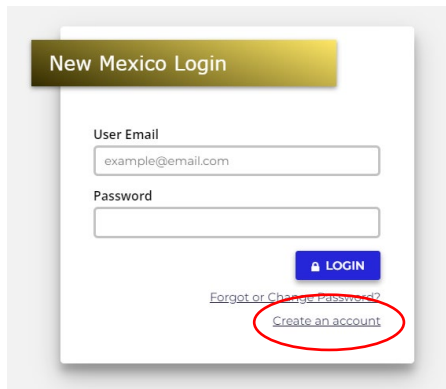
6. You will see your notary record in “My Records” once the filing has been completed.

## File a Resignation of Notary Commission

You can file a resignation of your Notary Commission at any time. If you did not register your commission using this system, or have never filed an amendment in this system, you must first file an Ownership Amendment. See “[File a Record Ownership Amendment](#)” instructions. It is a no-fee filing.

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:





**New Mexico Login**

User Email  
example@email.com

Password

**LOGIN**

[Forgot or Change Password?](#)

[Create an account](#)

*NOTE: The email address that is used as the login is where all notifications related to filings will be sent.*

- If you registered your Notary Commission or have filed a previous amendment on the <https://enterprise.sos.nm.gov> portal, or once you have completed the Record Ownership Amendment filing, you will find your record in My Records in the left menu. Click on your Notary Record and a slide out drawer will appear on the right.



**My Notary Records**

Search My Records

Name	Commencement Date	Commission #	City of Residence	Notary Status	Actions
NM Test Notary	7/13/2023 5:41 PM	2005593	SANTA FE	Active	

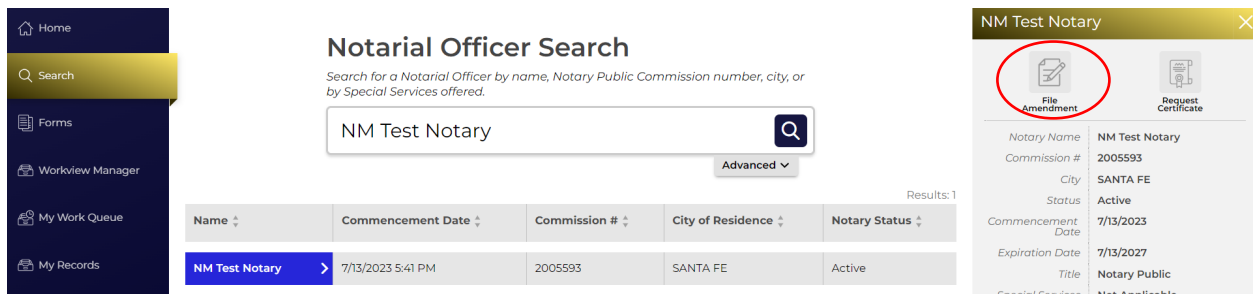
**NM Test Notary**

File Amendment

Request Certificate

Notary Name: NM Test Notary  
Commission #: 2005593  
City: SANTA FE  
Status: Active  
Commencement Date: 7/13/2023  
Expiration Date: 7/13/2027  
Title: Notary Public  
Special Services: Not Applicable

- If you have never filed on your Notary Record in this portal, search for your existing Notary Commission by clicking on the Search menu button, choose your record from the results list. A slide out drawer will appear on the right:



**Notarial Officer Search**

Search for a Notarial Officer by name, Notary Public Commission number, city, or by Special Services offered.

NM Test Notary

Advanced

Results: 1

Name	Commencement Date	Commission #	City of Residence	Notary Status
NM Test Notary	7/13/2023 5:41 PM	2005593	SANTA FE	Active

**NM Test Notary**

File Amendment

Request Certificate

Notary Name: NM Test Notary  
Commission #: 2005593  
City: SANTA FE  
Status: Active  
Commencement Date: 7/13/2023  
Expiration Date: 7/13/2027  
Title: Notary Public  
Special Services: Not Applicable

- Select “File Amendment” and choose “Notary Public – Resignation”:



**File Amendment**

**Notary Public - Resignation**

Use this form to voluntarily resign your notary commission.

- Follow the instructions and filing wizard prompts to complete the filing.

## Request a Duplicate Notary Public Certificate

You can request a duplicate notary public certificate at any time. If you registered your commission using this system, or have ever filed an amendment in this system, you already have access to your record.

If you have not registered or amended your record in this system before, you must first file an Ownership Amendment to have access to your record. See “[File a Record Ownership Amendment](#)” instructions.

Once you have access to your record:

1. Navigate to “My Records”
2. Select your Notary Record, a slide out drawer will appear to the right.
3. Select “Request Certificate”

**My Notary Records**

Search My Records

Name	Commencement Date	Commission #	City of Residence	Notary Status	Actions
NM Test Notary	7/17/2023 12:10 PM	2005645	SANTA FE	Active	

**NM Test Notary**

File Amendment

Notary Name: NM Test Notary  
Commission #: 2005645  
City: SANTA FE  
Status: Active  
Commencement Date: 7/17/2023  
Expiration Date: 7/17/2027  
Title: Notary Public  
Special Services: Not Applicable

4. There is a \$3.00 filing fee, payable by e-check, credit card, debit card or Operating Transfer (State Employees only).
5. Once your request is complete, you will find your certificate in My Work Queue. Your certificate can be downloaded and printed.

**My Notary Work Queue**

Search My Work Queue

Results: 3

Form Information	File Number	Status	Status Date	Submission Date	Actions
NM Test Notary Notarial Officer Application	F000008904	Approved	07/17/2023	07/17/2023	
NM Test Notary Stamp Registration	F000008905	Approved	07/17/2023	07/17/2023	
NM Test Notary Duplicate Certificate Request	F000008907	Approved	07/17/2023	07/17/2023	

**NM Test Notary**  
Duplicate Certificate Request

Available Downloads:

- Duplicate Certificate Request 07/17/2023
- Certificate 07/17/2023**
- Receipt Detail 07/17/2023

6. The filing is only available for 90 days in My Work Queue, so it is important to access it within that time frame, or another request and filing fee will be required.



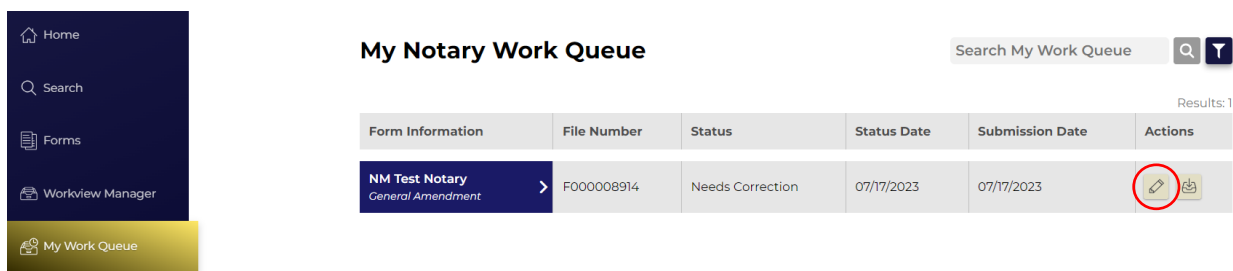
## Correct an Application



If you have received an email notification that your filing needs correction, you can correct the filing and resubmit. *NOTE: You have 90 days to resubmit a correction. If not submitted, the application will be auto-rejected and a new filing and filing fee, if applicable, will be required.*

1. Navigate to <https://enterprise.sos.nm.gov>
2. Log in to your account.



3. Navigate to My Work Queue and locate the filing that requires correction. Click the Edit button (pencil icon) to open the filing and make the corrections according to the notification you received.

A screenshot of the "My Notary Work Queue" interface. On the left is a dark blue sidebar with navigation links: Home, Search, Forms, Workview Manager, and My Work Queue (highlighted in yellow). The main area has a title "My Notary Work Queue" and a search bar "Search My Work Queue". Below this is a table with columns: Form Information, File Number, Status, Status Date, Submission Date, and Actions. The table shows one result for "NM Test Notary General Amendment" with status "Needs Correction". The "Actions" column for this row contains a pencil icon (circled in red) and a trash can icon. The text "Results: 1" is visible in the top right corner of the table area.

Form Information	File Number	Status	Status Date	Submission Date	Actions
NM Test Notary General Amendment	F000008914	Needs Correction	07/17/2023	07/17/2023	 

4. Once resubmitted it will be sent for review. You will only get email notification of an approval, rejection, or if sent back for correction again.