



STATE OF NEW MEXICO
MAGGIE TOULOUSE OLIVER
SECRETARY OF STATE

Instructions for Registering a Remote Online Notary Stamp

1. As soon as your Remote Online Notary Application is approved and you have received your approval you must register your remote online notary electronic notary stamp and electronic signature issued by the system provider you have listed on your application.
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 (if other than New Mexico), 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 Remote Online Notary Stamp Registration form must be submitted to the Office of the Secretary of State within **45 days** of your Notary Certificate being issued. Failure to do so will result in a referral to the State Ethics Commission.

Example of Official Stamps:

- | | | | |
|---|---|---|---|
| a | State of New Mexico
Notary Public
<i>Legal Name</i>
Commission Number
Expiration Date | c | State of New Mexico
Notarial Officer
<i>Legal Name</i>
Judicial District |
| b | State of New Mexico
Notarial Officer
<i>Legal Name</i>
State Bar Number | d | State of New Mexico
Notarial Officer
<i>Legal Name</i>
County you serve |



STATE OF NEW MEXICO
MAGGIE TOULOUSE OLIVER
SECRETARY OF STATE

Remote Online Notary Stamp Registration

You **must** provide proof of your issued electronic stamp and signature within 45 days of your notary application being processed. All information provided on your stamp must be an exact match to the issued certificate of commission or office held. The remote online notary official stamp must be issued by an registered system provider as listed on your remote online notary application.

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 electronic
official stamp here**

Please email this form to 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