

AUTOMATIC NOTARIAL OFFICER ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

REVISED JANUARY 2024

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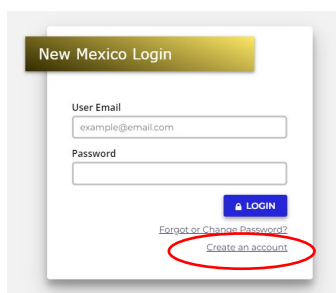
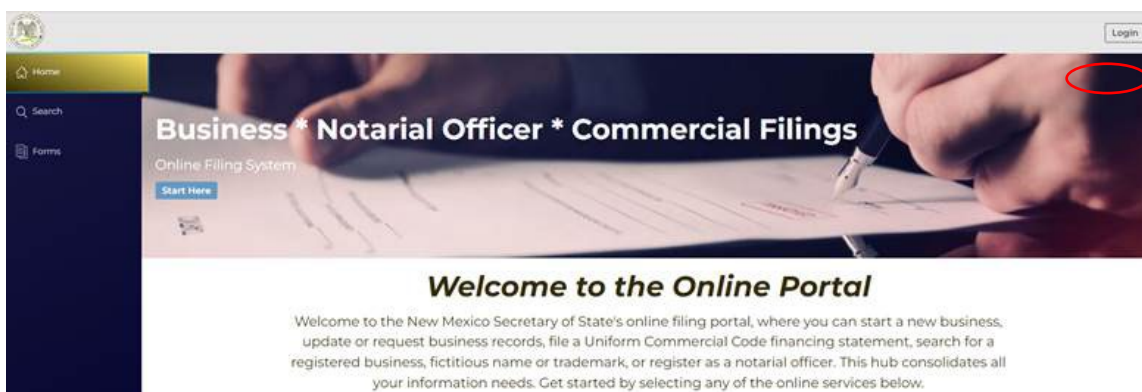
Introduction

The NM Secretary of State filing system for Automatic Notarial Officer filings is <https://enterprise.sos.nm.gov>. All filings can be submitted and paid for online when fees are required. 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 with your specific question.

File an Automatic Notarial Officer Stamp Registration

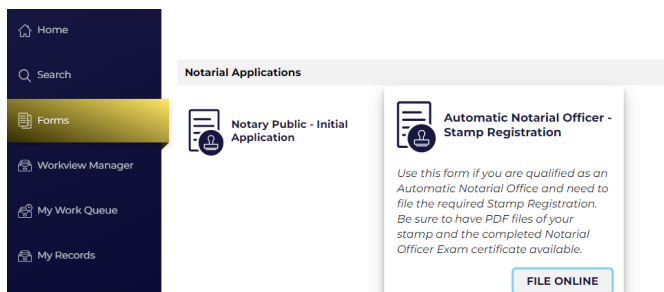
To register as an Automatic Notarial Officer, you must register your stamp before performing notarial acts. It is a no-fee transaction. You will need to purchase a stamping device and have a PDF file of your official stamp available to submit online.

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



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

3. Select “Automatic Notarial Officer - Stamp Registration”:



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

General Information:

This application should only be used by those who qualify as an Automatic Notarial Officer according to the Revised Uniform Law on Notarial Acts. This includes Judges, Attorneys licensed to practice law in New Mexico, Court Clerks and Deputy Court Clerks, County Clerks and Deputy County Clerks, and Secretary of State Staff.

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

- Certificate of Completion of Notary Exam. The training and exam must be completed through the [National Notary Association](#).
- PDF version of your Official Stamp.

Approval of the issued stamp is required prior to the Notarial Officer performing their first notarial act.

Official Stamp Requirements

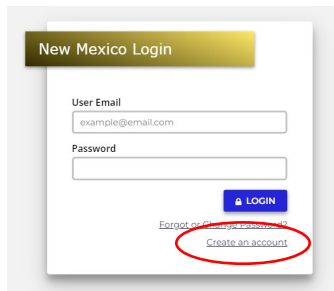
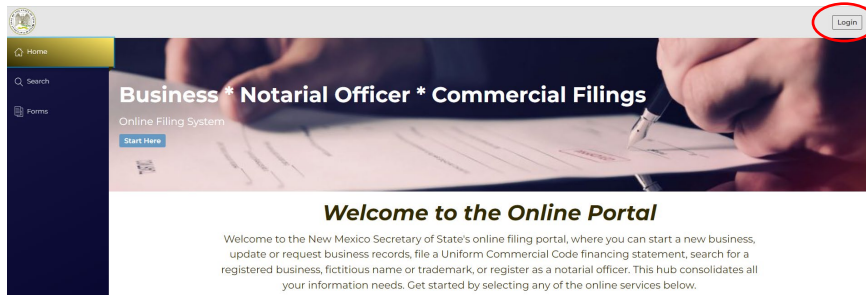
- For all Automatic Notarial Officers:
 - The official stamp shall include the words “State of New Mexico,” “Notarial Officer,” the name as it is used in the office held, and either the State Seal of New Mexico, or the Approved Seal adopted according to statute.
- For Judges, Court Clerks and County Clerks:
 - The official stamp must also include the jurisdiction served by the Automatic Notarial Officer.
- For Attorneys:
 - The official stamp must also include the name as registered with the State Bar of New Mexico and the attorney’s bar number.
- After the impression is approved by this office, the notary may begin using the notary stamp.

5. You will only receive an email from our office after review and your stamp registration has been approved, rejected, or requires correction.
6. 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 name, address or contact information, jurisdiction, update RON providers (only 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:

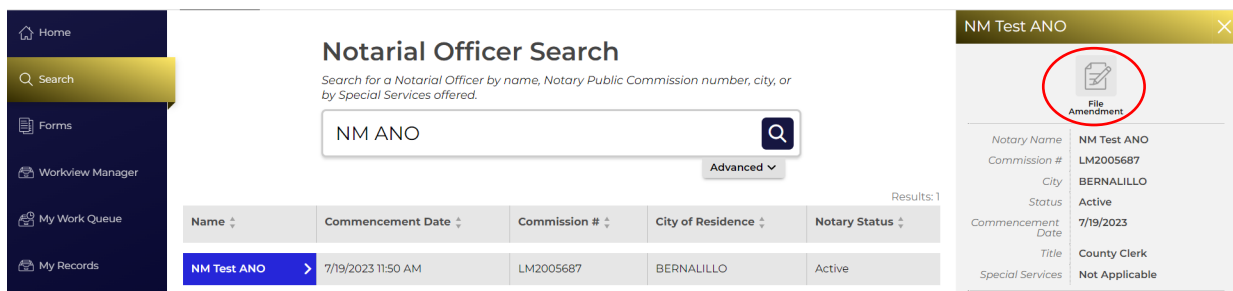


NOTE: The email address that is used as the login is where all notifications related to filings will be sent.

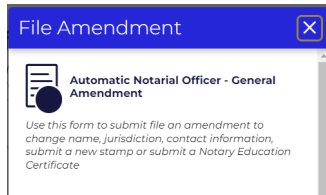
- If you registered your Automatic Notarial Officer stamp or have filed a previous amendment in this system, you will find your record in My Records in the left menu. Click on your Notary Record and a slide out drawer will appear on the right.



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



- Select "File Amendment" and choose "Automatic Notarial Officer– General Amendment":

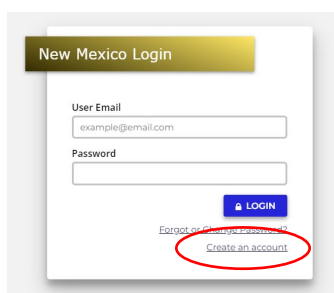
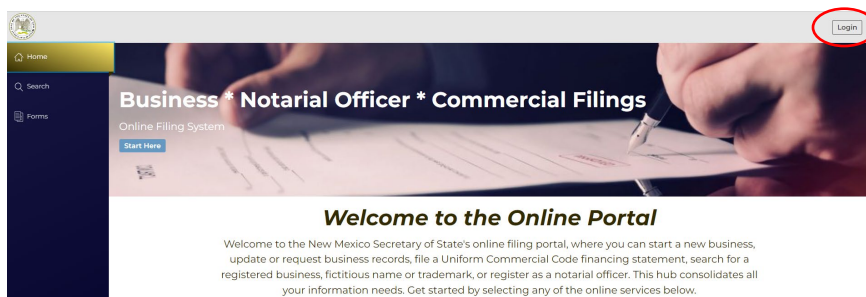


6. Follow the instructions and filing wizard prompts to complete the filing.
7. Name and jurisdiction changes require a new stamping device.
8. You will only receive notification from our office when we approve, reject, or send your application back for correction.
9. You can monitor the status of your registration from My Work Queue while logged in to your account. All correspondence and certificates are available in My Work Queue.

File a Remote Online Notary Application

You can add Remote Online Notary (RON) to your Automatic Notarial Officer record by filing this application. The fee for this transaction is \$75.00 and can be filed and paid 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:



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 Automatic Notarial Officer stamp or have filed a previous amendment in this system, 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

Search: ANO

Name	Commencement Date	Commission #	City of Residence	Notary Status	Actions
NM Test ANO	7/19/2023 11:50 AM	LM2005687	BERNALILLO	Active	[File Amendment]

NM Test ANO

File Amendment

Notary Name: NM Test ANO
 Commission #: LM2005687
 City: BERNALILLO
 Status: Active
 Commencement Date: 7/19/2023
 Title: County Clerk
 Special Services: Not Applicable

- If you have never filed on your Automatic Notarial Officer record in this system, search for your existing record 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 ANO

Advanced

Results: 1

Name	Commencement Date	Commission #	City of Residence	Notary Status
NM Test ANO	7/19/2023 11:50 AM	LM2005687	BERNALILLO	Active

NM Test ANO

File Amendment

Notary Name: NM Test ANO
 Commission #: LM2005687
 City: BERNALILLO
 Status: Active
 Commencement Date: 7/19/2023
 Title: County Clerk
 Special Services: Not Applicable

- Select “File Amendment” and choose “Automatic Notarial Officer– Remote Online Notary Application”:

File Amendment

Automatic Notarial Officer - Remote Online Notary Application

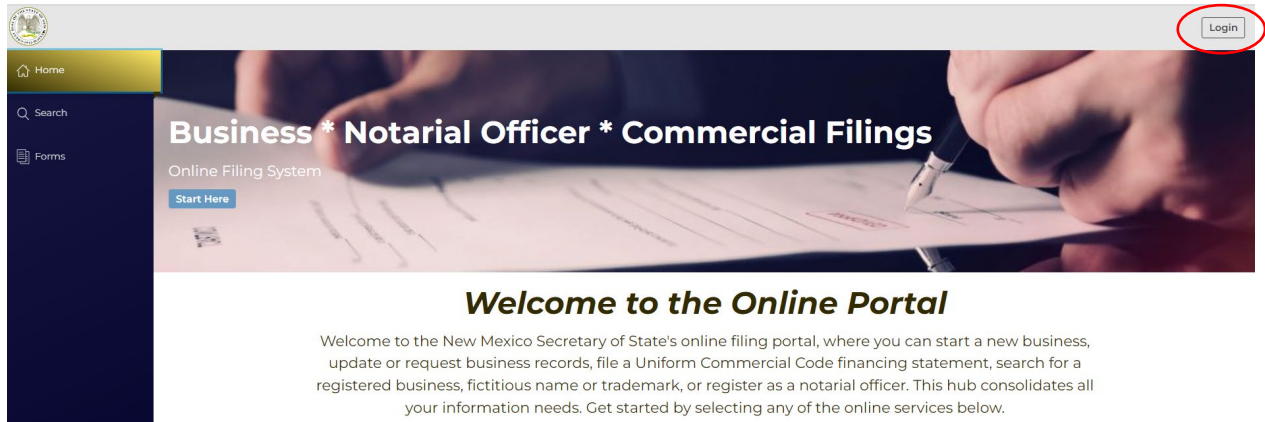
Use this form to become a Remote Online Notary as an Automatic Notarial Officer. Be sure you have completed the New Mexico Remote Online Notary Education and Exam.

- Follow the instructions and filing wizard prompts to complete the filing.
- You will need a PDF version of the electronic stamp you will use as a RON as well as the certificate of completion for the Remote Online Education.
- You will only receive notification from our office when we approve, reject, or send your application back for correction.
- 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 Record Ownership Amendment

If your initial Automatic Notarial Officer registration was completed 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 record, and to file amendments. It is a no-fee filing.

- Navigate to <https://enterprise.sos.nm.gov>
- 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 Automatic Notarial Officer record by clicking on the Search menu button and choose your record from the results list. A slide out drawer will appear on the right:

Name	Commencement Date	Commission #	City of Residence	Notary Status	Actions
NM Test ANO	7/19/2023 11:50 AM	LM2005687	BERNALILLO	Active	[Icon]

NM Test ANO

File Amendment

Notary Name: NM Test ANO
 Commission #: LM2005687
 City: BERNALILLO
 Status: Active
 Commencement Date: 7/19/2023
 Title: County Clerk
 Special Services: Not Applicable

4. Select “File Amendment” and choose “Automatic Notarial Officer – General Amendment”:

5. Follow the instructions and filing wizard prompts to complete the filing. The only selection required is to choose the check box “Ownership Amendment.” 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.

If your initial registration was issued before July 24, 2023, you can file an amendment to "own" your pre-existing record in the SOS Enterprise System. You can then see your filing history. No other changes need to be submitted to do so.

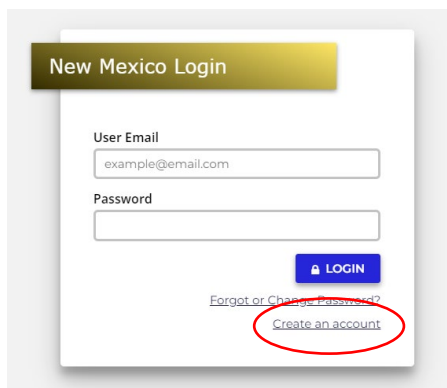
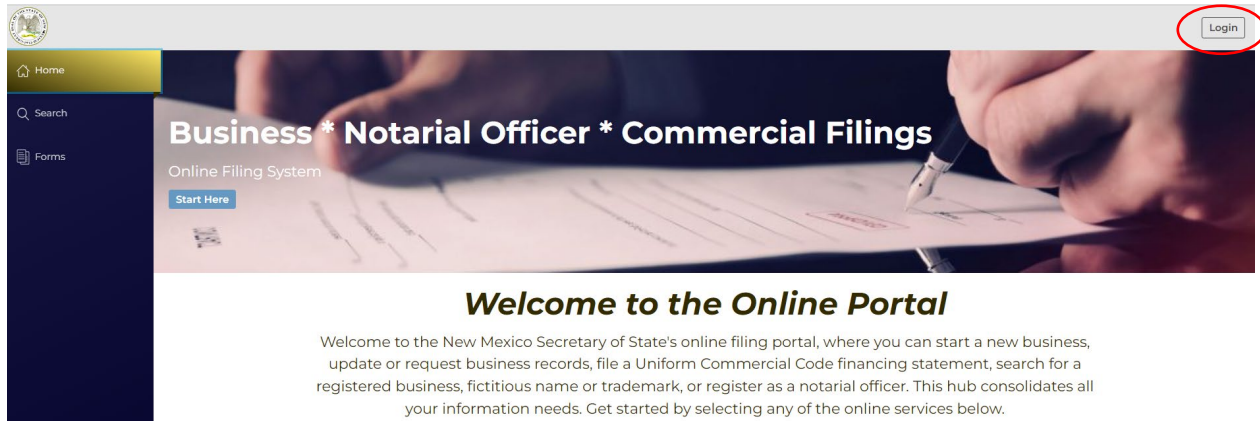
☐ **Ownership Amendment**

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

File an Automatic Notarial Officer Resignation

You can file a resignation of your Automatic Notarial Officer designation at any time. If you did not initially register through 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:

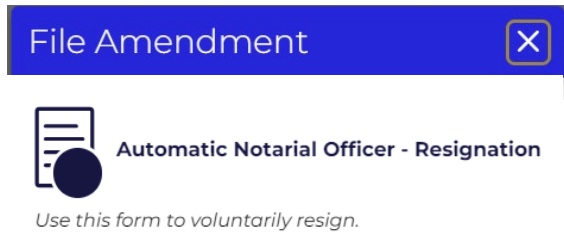


NOTE: The email address that is used as the login is where all notifications related to filings will be sent.

3. If you filed your initial Automatic Notarial Office stamp registration, have filed a previous General Amendment in this system, or filed a Record Ownership Amendment, 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.



4. Select “File Amendment” and choose “Automatic Notarial Officer – Resignation”:



The screenshot shows a blue header bar with the text "File Amendment" and a close button (X). Below the header is a document icon and the title "Automatic Notarial Officer - Resignation". Underneath the title is the instruction: "Use this form to voluntarily resign."

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

Correct an Application

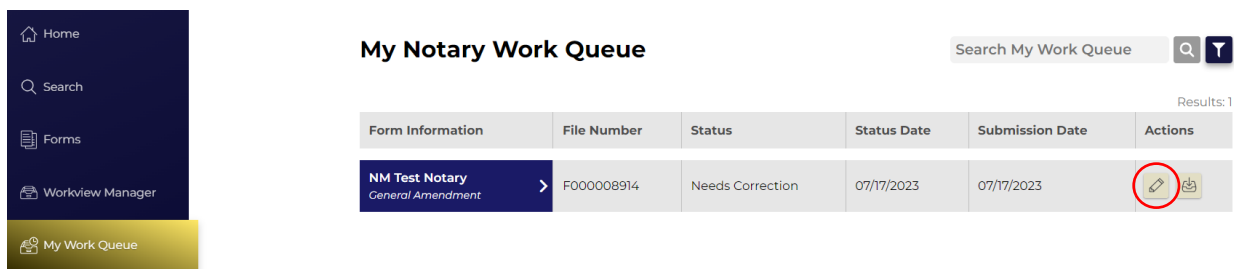
If you have received an email notification that your filing needs correction, you can correct the filing and resubmit. *NOTE: You have 90 days to resubmit a correction. If not submitted, the application will be auto-rejected and a new filing and filing fee will be required.*

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





The screenshot shows the "New Mexico Login" page. It has a yellow header with the text "New Mexico Login". Below the header are two input fields: "User Email" with the placeholder "example@email.com" and "Password". A red circle highlights the "LOGIN" button. Below the button are links for "Forgot or Change Password?" and "Create an 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.



The screenshot shows the "My Notary Work Queue" page. On the left is a sidebar with navigation links: Home, Search, Forms, Workview Manager, and My Work Queue (highlighted in yellow). The main content area has a search bar "Search My Work Queue" and a "Results: 1" indicator. Below is a table with the following data:

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.
5. Once approved, you can access all correspondence from My Work Queue.

Frequently Asked Questions

Common definitions and acronyms.

ANO – Automatic Notarial Officer

RULONA – Revised Uniform Law on Notarial Acts

SOS – Secretary of State

Q: I was or am a commissioned Notary Public in New Mexico but also qualify as an Automatic Notarial Officer (ANO) by virtue of my professional position. Can I keep my commission and register as an ANO?

A: This is a two-part answer. If you are an attorney licensed to practice law in New Mexico, no. In that case, you can only register as an ANO.

In any other qualified Automatic Notarial Officer position, yes. Your Notary Public Commission can continue to be used in any circumstances authorized by RULONA. Your ANO is authorized to be used only when you are acting in the capacity of your professional position that qualifies you to be an ANO, i.e., notarizing court documents as a court clerk.

Q: Does my Automatic Notarial Officer designation expire?

A: No. As long as you are qualified to be an ANO it does not expire. If you no longer qualify for any reason, or no longer wish to be a designated ANO, you should resign the designation. See [File an Automatic Notarial Officer Resignation](#).

Q: Can I use my ANO official stamp to perform notarial act outside of work?

A: No. Your ANO designation is specific to the position by which it is authorized. You can, however, apply for a Notary Public Commission in addition to an ANO. *The only exception this is an attorney who is licensed to practice law in New Mexico.*

Q: Am I required to take the Notary Training and Exam?

A: Yes, legislation passed in 2023 requires all ANOs to take the Notary Training and Exam and provide the exam certificate when registering their official stamp. If you registered your official stamp prior to June 16, 2023, you have until June 15, 2024 to complete the training and upload your exam certificate via an Automatic Notarial Officer General Amendment filing. Training resources can be found [here](#).