



STATE OF NEW MEXICO
MAGGIE TOULOUSE OLIVER
SECRETARY OF STATE

New Mexico

Notary

Handbook

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

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References

Revised Uniform Law on Notarial Acts	14-14A-1 to 14-14A-32 NMSA 1978
Notarial Procedures part 3	12.9.3.1 to 12.9.3.16 NMAC
Notarial Procedures part 4	12.9.4.1 to 12.9.4.19 NMAC
Secretary of State Website	www.sos.state.nm.us
Remote Online Notarization FAQs	
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Definitions

- **Notary Public:** an individual commissioned to perform a notarial act by the secretary of state.
- **Non-commissioned notarial officer:** a judge, court clerk, deputy court clerk, county clerk, deputy county clerk, or an attorney licensed to practice law in the State of New Mexico.
- **Official stamp:** a physical image affixed to a tangible record with the capability of being photocopied or electronic image attached to an electronic record;
- **Notarial act:** an act performed by a notarial officer; taking an acknowledgement, administering an oath or affirmation, taking a verification on oath or affirmation, witnessing or attesting a signature, certifying or attesting a copy and noting a protest of a negotiable instrument;
- **Remote online notarization (RON):** an electronic record presented for notarization with the individual signing the record and the notary public meet face-to-face online using communication technology;

Requirements to be commissioned as a Notary Public

The applicant must:

- be at least eighteen years of age;
- be a citizen or permanent legal resident of the United States;
- be a resident of or have a place of employment in the State of New Mexico;
- be able to read and write the English language;
- have completed the Notary Education course and exam; having passed the exam
- not have been convicted of a felony or crime involving fraud, dishonesty or deceit in the last five years; and
- not have had a notary public commission denied, suspended, or revoked in another state
- not be disqualified to receive commission under Section 22 of the Revised Uniform Law on Notarial Acts [14-14A-22 NMSA 1978]
- not otherwise be qualified as a notarial officer; with the exception of a court clerk, deputy court clerk, county clerk, or deputy county clerk;

Steps to Becoming a Notary Public

- 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:
 - 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.**
- Each applicant is required to take the New Mexico State Notary Qualification course and pass the corresponding exam. Associated fees will be paid directly to the approved vendor supplying the course.

Applying with the Office of the Secretary of State

- There is a \$30.00 filing fee for the notary application which will need to be included with the application via check, money order, or operating transfer payable to New Mexico Secretary of State or NMSOS.
- The Notary Application can be downloaded at: <https://www.sos.state.nm.us/notary-and-apostille/notary-commissions/notary-forms/>
- The notary application must be filled completely to include:
 - The applicant's name, which 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.
 - The applicant's commission number and expiration date if they are applying for renewal.
 - The applicant's mailing address, where the certificate will be sent, to include the business name and/or persons attention if applicable
 - The applicant's New Mexico business address, which may be the same as mailing address. This is often the applicant's place of employment.
 - The applicant's home phone, business phone, and optionally an email address where they can be contacted.
 - The applicant must sign the "Oath of Office" section in front of a commissioned New Mexico notary public. The notary must then sign, provide their title of office, and impress their own stamp in the indicated area. **The applicant should never notarize their own signature, even if they are a currently active commissioned notarial officer.**

- In addition to the application, you must provide the certificate issued to you verifying the completion of the New Mexico State Notary Qualification course and exam.
 - Renewals can be submitted as soon as 1 month prior to the expiration date. If the renewal is received after the expiration date it will still be processed as a renewal and you will keep the same commission number, but will be issued a new expiration date.
 - Applicants who are renewing their commission do not need to retake the qualification course and exam so long as their commission has not been expired more than one year.
 - All signatures and seals must be original, we do not accept photocopies. We also will not accept an altered application with traced over signatures or whiteout.
- Within 45 days of the notary application being approved the notary must purchase and provide proof of their official stamp by submitting the Stamp Registration Form. Failure to do so will result in a referral to the State Ethics Commission.
 - Official Stamp requirements:
 - shall be in 10 point font;
 - Shall contain the words “State of New Mexico” and “Notary Public”;
 - shall list the notary’s legal name identically as listed on the issued Certificate of Commission;
 - shall list the issued commission number and expiration date as listed on the issued Certificate of Commission;
 - The official stamp **CANNOT** contain the New Mexico State seal;
- Mail the completed application, completed surety bond, certificate of completion from the New Mexico State Notary Qualification exam, and the filing fee of \$30 to: New Mexico Secretary of State, 325 Don Gaspar, Suite 300, Santa Fe, NM 87501
- Within **45 days** the Stamp Registration Form must be submitted to the New Mexico Secretary of State via email to sos.notarypublic@state.nm.us

Commission and Recommission

- If the application is accepted, the New Mexico Secretary of State will commission the applicant as a Notary Public for a term of four (4) years. The applicant will receive a Certificate of Commission from this office containing your commission number and term expiration date.
- A Notary Public may be recommissioned every four years thereafter by submitting an application for renewal as indicated in the previous section. Each Notary Public is sent a notice of their term’s expiration by the Secretary of State one month before their commission expiration date.

Requirements to be a Remote Online Notary (RON)

The applicant must:

- be a commissioned New Mexico Notary Public or Non-commissioned Notarial Officer
- have completed the Remote Online Notary Education course and exam; having passed the exam
- submit the Remote Online Notary Application along with the filing fee and course certificate

Applying with the Office of the Secretary of State to be a Remote Online Notary (RON)

- There is a \$75.00 filing fee which will need to be included with the remote online notary application via check, money order, or operating transfer payable to New Mexico Secretary of State or NMSOS.
- The Remote Online Notary Application can be downloaded at: <https://www.sos.state.nm.us/notary-and-apostille/notary-commissions/notary-forms/>
- The remote online notary application must be filled completely to include:
 - the applicant's name, which shall read identical to their current notary public commission or office held.
 - the commission number and expiration date *if the applicant is a Notary Public*
 - applicant's title of office and term expiration date *if the applicant is a non-commissioned notarial officer*
 - the applicant's mailing address, where the approval will be sent, to include the business name and/or persons attention if applicable
 - the applicant's phone number and optionally an email address where they can be contacted
 - the remote online notarization systems that the applicant will be utilizing
 - an explanation of the method and technology by which the applicant will maintain and store the required journal and audio video recordings.
 - The applicant must sign and date the application.
- Within **45 days** of the remote online notary application being approved the notary must purchase and provide proof of their official stamp by submitting the Stamp Registration Form. This form may also be submitted with the initial application. Failure to do so will result in a referral to the State Ethics Commission.
- Mail the completed application, Certificate of Completion of the Remote Online Notary Education course, and the filing fee of \$75 to: New Mexico Secretary of State, 325 Don Gaspar, Suite 300, Santa Fe, NM 87501

Official Stamp: requirements by type

- Official Stamp requirements for a Notary Public:
 - shall be in 10 point font;
 - shall contain the words “State of New Mexico” and “Notary Public”;
 - shall list the notary’s legal name identically as listed on the issued Certificate of Commission;
 - shall list the issued commission number and expiration date as listed on the issued Certificate of Commission;
 - The official stamp **CANNOT** contain the New Mexico State seal;
- Official Stamp requirements for a County Clerk, Deputy County Clerk
 - shall be in 10 point font;
 - shall contain the words “State of New Mexico” and “Notarial Officer”;
 - shall list the notarial officer’s legal name as it appears in the office held;
 - shall list the county for which the notarial officer is employed as such;
 - The official stamp **CANNOT** contain the New Mexico State seal;
- Official Stamp requirements for a Judge, Court Clerk, Deputy Court Clerk
 - shall be in 10 point font;
 - shall contain the words “State of New Mexico” and “Notarial Officer”;
 - shall list the notarial officer’s legal name as it appears in the office held;
 - shall list the judicial district for which the notarial officer serves;
 - The official stamp **CANNOT** contain the New Mexico State seal;
- Official Stamp requirements for a notarial officer authorized to practice law in the State of New Mexico
 - shall be in 10 point font;
 - shall contain the words “State of New Mexico” and “Notarial Officer”;
 - shall list the notarial officer’s legal name as it appears in the office held;
 - shall list the notarial officer’s state bar number;
 - shall list the jurisdiction for which the notarial officer practices law, *if different than* “State of New Mexico”
 - The official stamp **CANNOT** contain the New Mexico State seal;

Notarial Acts

- A Notary Public is empowered to perform the following notarial acts:
 - Acknowledgments. “Acknowledgment” means a notarial act in which a person at a single time and place:
 - appears in person before the notary public and presents a document;
 - is personally known to the notary public or identified by the notary through satisfactory evidence; and
 - indicates to the notary public that the signature on the document was voluntarily affixed by the person for the purposes stated within the document and, if applicable, that the person had due authority to sign in a particular representative capacity.
 - Administer oaths and affirmations. “Oath” or “Affirmation” means a notarial act in which a person at a single time and place:
 - appears in person before the notary public;
 - is personally known to the notary public or identified by the notary public through satisfactory evidence; and
 - makes a vow of truthfulness or fidelity on penalty of perjury, based on personal honor and without invoking a deity or using any form of the word “swear.”
 - Jurats. “Jurat” means a notarial act in which a person at a single time and place:
 - appears in person before the notary public and presents a document;
 - is personally known to the notary public or identified by the notary public through satisfactory evidence;
 - signs the document in the presence of the notary public; and
 - takes an oath or affirmation from the notary public that the person is voluntarily affixing his signature and vouching for the truthfulness or accuracy of the signed document;
 - Copy certifications. “Copy certification” means a notarial act in which a notary public:
 - is presented with an original document that is neither a vital record, a public record nor publicly recordable;
 - copies or supervises the copying of the original document using a photographic or electronic copying process;
 - compares the original document to the copy; and
 - determines that the copy is accurate and complete.

Online Notarial Acts

- A notarial officer is authorized to perform Remote Online Notarizations if the notarial officer:
 - is approved as a Remote Online Notary (RON) by the Secretary of State
 - is physically located in New Mexico at the time the notarial act takes place
- A notarial officer authorized to perform Remote Online Notarizations shall:
 - verify the identity of the individual at the start of the online notarial session via communication technology
 - perform authorized notarial acts relating to electronic records only if the individual requesting notarization appears before the notarial officer at the time of notarization by means of communication technology.
 - observe the individual's behavior and surroundings to ensure they are acting of their own free will and are not acting under coercion or undue influence.
- A notarial officer may refuse to complete the notarization if :
 - They are unable to verify the identity of the individual
 - They become aware that the communication technology is not secure
 - They determine the signature of the individual cannot be attached to the electronic record
 - They cannot attach their own electronic stamp to the record
 - They have reasonable grounds to believe that the individual is acting under coercion or undue influence.

(14-14A-15) Short-forms certificates.

The following short-form certificates of notarial acts are sufficient for the purposes indicated, if completed with the information required by Subsections A and B of Section 14 [14-14A-14 NMSA 1978] of the Revised Uniform Law on Notarial Acts:

A. For an acknowledgment in an individual capacity:

State of _____

County of _____

This instrument was acknowledge before me on _____ [date] _____ by _____ [Name(s) of individual(s)] _____ .
[Signature of notarial officer]

[Official Stamp]

Title of office: _____

B. For an acknowledgement in a representative capacity:

State of _____

County of _____

This instrument was acknowledge before me on _____ [date] _____ by _____ [Name(s) of individual(s)] _____
as _____ [type of authority, e.g., officer, trustee, etc.] of _____ [name of party on behalf of whom instrument was executed].
[Signature of notarial officer]

[Official Stamp]

Title of Office: _____

C. For a verification upon oath or affirmation:

State of _____

County of _____

Signed and sworn to (or affirmed) before me on _____ [date] _____ by _____ [Name(s) of person(s) making statement]
[Signature of notarial officer]

[Official Stamp]

Title of Office: _____

D. For witnessing or attesting a signature:

State of _____

County of _____

Signed or attested before me on _____ [date] _____ by _____ [Name(s) of person(s)] _____
[Signature of notarial officer]

[Official Stamp]

Title of Office: _____

E. For certifying of a copy of a record:

State of _____

County of _____

I certify this is a true and correct copy of a record in the possession of _____ [Name of person] Dated _____ [date on document] .
[Signature of notarial officer]

[Official Stamp]

Title of Office: _____

14-14A-15) Certificados de formularios cortos.

Los siguientes certificados abreviados de actos notariales son suficientes para los fines indicados, si se completan con la información requerida por las Subsecciones A y B de la Sección 14 [14-14A-14 NMSA 1978] de la Revisión Ley uniforme de actos notariales:

A. Para el reconocimiento de capacidad individual:

Estado de _____

Condado de _____

Este documento fue reconocido ante mi _____ [fecha] por _____ [nombre de la persona o de las personas] .

_____ [Firma del oficial notarial]

[Sello oficial]

Titulo de la oficina: _____

B. Para un reconocimiento en capacidad de apoderado:

Estado de _____

Condado de _____

Este documento fue reconocido ante mi _____ [fecha] por _____ [nombre de la persona o de las personas] en su capacidad de _____ [tipo de autoridad de las persona, ej., oficial fideicomisario, etc.] nombre de las persona de parte de quien el document fue firmado.

_____ [Firma del oficial notarial]

[Sello oficial]

Titulo de la oficina: _____

C. Para verificar bajo juramento o afirmación:

Estado de _____

Condado de _____

Firmado bajo juramento (o afirmado) ante mi _____ [fecha] _____ [nombre de la persona o de las personas] que ha declara/n .

_____ [Firma del oficial notarial]

[Sello oficial]

Titulo de la oficina: _____

D. Para atestiguar o dar fe respect a una firma

Estado de _____

Condado de _____

Firmado o atestguado ante mi _____ [fecha] por _____ [nombre de la persona o de las personas] .

_____ [Firma del oficial notarial]

[Sello oficial]

Titulo de la oficina: _____

E. Para atestiguar copia de un document:

Estado de _____

Condado de _____

Yo certifico que esta es copia fiel de un documento en la posesión de _____ [nombre de la persona] Fechado _____ [fecha de documento] .

_____ [Firma del oficial notarial]

[Sello oficial]

Titulo de la oficina: _____

Journal Requirements

- **Journal** - A notary public is required to maintain a journal of every notarial act performed. The notary public shall retain the journal for ten years after the performance of the last notarial act chronicled, regardless of status of the notary public's commission. A current or former notary public may transmit their journal to the secretary of state, the state records officer, or a repository approved by the secretary of state.
 - Each journal entry shall contain:
 - the date and time of the notarial act;
 - a description of the record, if any, and type of notarial act;
 - the full name and address of each individual for whom the notarial act is performed;
 - if identity of the individual is based on personal knowledge, a statement to that effect;
 - if identity of the individual is based on satisfactory evidence, a brief description of the method of identification and the identification credential presented, if any, including the date of issuance and expiration of any identification credential; and
 - the fee, if any, charged by the notary public;
 - If a notary public's journal is lost or stolen, the notary public shall promptly notify the secretary of state.
 - A notarial officer licensed to practice law in New Mexico shall maintain a journal when performing notarial acts unrelated to an established attorney-client relationship.
- **Electronic Journal** - If the journal is maintained in an electronic format, it shall meet all of the above requirements and shall be:
 - Securely stored
 - Recoverable in the event of a software malfunction or computer crash
 - Tamper evident
 - Available to the public or state ethics commission in a PDF format if requested
- If an electronic journal is turned over to the secretary of state or state records officer, it shall be transferred in PDF format.
- **RON Journal** - A notarial officer authorized to perform Remote Online Notarizations shall adhere to the journal requirements listed above. In addition the notarial officer must record the name of the remote online notarization system provider used for each remote online notarization.

Notary Information Changes

- You must notify the Secretary of State, within 30 days, any time there is a change to your Name, address, your official stamp or surety bond.
- We do provide a name change application which will need to be mailed into the office with an impression of your new official stamp, a rider from your insurance company verifying the name change, and a check, money order, or operating transfer in the amount of \$3.00 made payable to New Mexico Secretary of State or NMSOS. This application can be found at: <https://www.sos.state.nm.us/notary-and-apostille/notary-commissions/notary-forms/>
- Address change, official stamp change or bond change may be made via notice containing the notary's information, what has changed information, and must be signed by the notary. If the official stamp has changed you will need to provide an impression of the new seal/stamp. If the bond has changed you will need to provide the new original surety bond completed in its entirety.
- A Notary commission is the property of the Notary Public. Even if provided by your employer and you are separated from employment, the commission should not be surrendered to the employer. However, you will likely require a new bond from an insurance company. You will need to notify the Office of the Secretary of State of the change in address, phone number, and bond within 30 days of the change.
- If you misplace your certificate of commission you may request a duplicate by mailing in the application for duplicate certificate and a check, money order, or operating transfer in the amount of \$3.00 made payable to New Mexico Secretary of State or NMSOS. This application can be found at: <https://www.sos.state.nm.us/notary-and-apostille/notary-commissions/notary-forms/>
- The Office of the Secretary of State must be notified within 30 days after the official stamp of a notary is stolen or lost including a copy of any pertinent police report if applicable. This also applies if the official stamp is damaged or otherwise rendered incapable of affixing a legible impression or image. Along with the notice to this office you must include an impression of your new/replacement official stamp, which must conform to the Official Stamp Requirements under 14-14A-16 NMSA 1978 and 12.9.3.14 NMAC .

Fees

Although not required, a notary public may charge up to the maximum fee specified in this section.

- A notary public shall not discriminate by conditioning the fee for a notarial act on the attributes of the principal.
- An employer shall not establish fees for notarial services that are in excess of those specified in this section nor on the attributes of the principal as delineated.
- The maximum fees that may be charged by a notary public for notarial acts are:
 - for acknowledgments, \$5 per acknowledgment;
 - for oaths or affirmations without a signature, \$5 per person;
 - for jurats, \$5 per jurat; and
 - for copy certifications, \$.50 per page with a minimum total charge of \$5.
 - A notary may charge a travel fee when traveling to perform a notarial act if:
 - the notary public and the person requesting the notarial act agree upon the travel fee in advance of the travel; and
 - the notary public explains to the person requesting the notarial act that the travel fee is separate from the notarial act fees listed in this section and not mandated by law.
- A notary public may charge a technology fee not to exceed \$25 per notarial act performed with respect to an electronic record.

Prohibited Acts

- A commissioned notary public **does not** have the authority to:
 - assist persons in drafting legal records, give legal advise, or otherwise practice law;
 - act as an immigration consultant or expert on immigration matters;
 - represent a person in a judicial or administrative proceeding relating to immigration to the United States, United State citizenship or related matters;
 - receive compensation for performing any of the activities listed above.
- A notary public **shall not**:
 - engage in false or deceptive advertising;
 - use the term “*notario*” or “*notario publico*”;
 - advertise or represent that they may assist persons in drafting legal records, give legal advice or otherwise practice law;
 - withhold access to or possession of an original record provided by a person that seeks performance of a notarial act by the notary public;
 - perform a notarial act on a blank or incomplete record;
 - certify or authenticate a photograph;
 - perform a notarial act with the intent to deceive or defraud;
 - use title of notary public or official stamp to endorse, promote, denounce or oppose any product, service, contest, candidate or other offering.
 - perform a notarial act without identification of the individual requesting notarial services, in compliance with 14-14A-6 NMSA 1978;
 - perform a notarial act on a document or record where themselves or their spouse or domestic partner is a party or in which either of them has a direct beneficial interest;
- A notarial officer who violates any of the above is guilty of a misdemeanor for each violation and upon conviction shall be punished by a fine not exceeding \$1,000 or by imprisonment for a period not exceeding six months, or both.
- An individual who performs a purported notarial act with the knowledge that the individual’s commission has expired or that the individual is otherwise disqualified from the office of notary public or notarial officer is guilty of a misdemeanor and upon conviction shall be punished by a fine of \$500 and shall be removed from office by the state ethics commission.

Resigning a Notary Commission

- You must notify the Office of the Secretary of State that you are resigning your notary commission and must deface or destroy your official stamp if the following occur:
 - You are no longer a resident of New Mexico;
 - You are unable to perform notarial duties;
 - Upon the death of a Notary - a personal representative should notify the Secretary of State and will be responsible for destroying or defacing the official seal or stamp.

Suspension or Removal from Office

The state ethics commission may deny, refuse to renew, revoke, suspend or impose a condition on a commissioned notary public for any act or omission that demonstrates that the individual lacks the honesty, integrity, competence or reliability to act as a notary public, including:

- failure to comply with the Revised Uniform Law on Notarial Acts;
- a misstatement or omission in the application for a commission as a notary public;
- a conviction of any felony or a crime involving fraud, dishonesty or deceit during the term of the notary public's commission or during the five years immediately preceding such term;
- a finding against, or admission of liability by, the applicant or notary public in any legal proceeding or disciplinary action based on the applicant's or notary public's fraud, dishonesty or deceit;
- failure by the notary public to discharge any duty required of a notary public;
- use of false or misleading advertising or representation by the notary public;
- denial, refusal to renew, revocation, suspension or conditioning of a notary public commission in another state;
- failure to maintain an assurance or surety bond;

Apostilles and Certification of Appointment

- An **Apostille** is required for documents that are being sent to a foreign country that is a party to the Hague Convention of 1961. A listing of these countries can be found at <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>.
- A **Certificate of Appointment** is an authentication used for documents that are being sent to a foreign country that is not part of the Hague Convention.
- Both an Apostille and Certificate of Appointment verify:
 - that the person who notarized the document was appointed to a notary public commission in New Mexico at the time of the notarization; or
 - that the person who certified a document issued by a government agency was an appointed or elected official in New Mexico at the time of the certification. Examples of these documents include birth certificates, death certificates, marriage licenses, divorce decrees, and court documents.
- Apostilles and Certificates of Appointment are attached to the original documents using an eyelet. This eyelet physically cannot be removed and you will likely not receive these documents back from the foreign country. If you attempt to remove the eyelet it will tear your document and will make the authentication invalid.
- The Office of the Secretary of State is the only office in New Mexico authorized to issue a Certificate of Appointment or Apostille for a notarized document or government issued document going to a foreign country.
- The statutory fee for a certification of appointment or an apostille is \$3.00 per document. Checks and money orders should be made payable to New Mexico Secretary of State or NMSOS.
- You may request an apostille or certification in person or by mail. Requests are processed daily by the Business Services Division Monday - Friday 8:00am - 4:30pm.
- Mailed in requests can be sent to 325 Don Gaspar - Suite 300, Santa Fe, New Mexico 87501.
- Please include the authentication request, which can be downloaded at <https://www.sos.state.nm.us/notary-and-apostille/apostille-and-certifications/>, with your original documents when submitted.
- **If your documents are being returned to a foreign country you must enclose a complete pre-paid, pre-addressed international air bill and international envelope.**
- Notaries Public may NOT make a photocopy of a birth certificate or a death certificate, marriage certificate, nor a publicly recordable document. Birth and death certificates are official state records. Certified copies may be obtained only from the State Registrar of Vital Records at Vital Records & Health Statistics in Santa Fe, New Mexico by calling 505-827-0121 or by visiting their website nmhealth.org.
- Please call our office at 1-800-477-3632 if you have further questions regarding these types of authentications.



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

APOSTILLE

(Convention de La Haye du 5 octobre 1961)

1. Country: United States of America
 2. This public document has been signed by PUBLIC OFFICIAL
 3. acting in the capacity of State Registrar, State of New Mexico
 4. bears the seal/stamp of PUBLIC OFFICIAL
State of New Mexico
- Certified
5. at Santa Fe, New Mexico
 6. the DAY OF MONTH, YEAR
 7. by the Secretary of State, State of New Mexico
 8. No. NUMBER
 9. Seal/Stamp:

Signature:

Maggie Toulouse Oliver

GREAT SEAL OF NEW MEXICO

Maggie Toulouse Oliver
SECRETARY OF STATE



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

NUMBER

NOTARY PUBLIC CERTIFICATION

I, MAGGIE TOULOUSE OLIVER, SECRETARY OF STATE FOR NEW MEXICO, DO HEREBY CERTIFY

that

NOTARY PUBLIC

IS A QUALIFIED NOTARY PUBLIC IN AND FOR THE STATE OF NEW MEXICO, DULY COMMISSIONED ON *DATE*, WITH EXPIRATION DATE OF SAME COMMISSION EFFECTIVE ON *DATE*.

I FURTHER CERTIFY THAT RECORDS PERTAINING TO THE APPOINTMENT OF *NOTARY PUBLIC* AS A NOTARY PUBLIC IN THE STATE OF NEW MEXICO, ARE IN FACT ON FILE IN MY OFFICE, OFFICE OF THE SECRETARY OF STATE.



GIVEN UNDER MY HAND AND THE GREAT SEAL OF THE STATE OF NEW MEXICO, IN THE CITY OF SANTA FE, THE CAPITAL, ON THIS

— DAY OF MONTH, YEAR A.D.

Maggie Toulouse Oliver

SECRETARY OF STATE