

Tom Schedler
Secretary of State



Application to Qualify for Appointment as Notary Public

La. R. S. 35:191(C)

Enclose \$25 application fee
Make remittance payable to
Secretary of State
Do not send cash

Return to: Notary Division
P.O. Box 94125
Baton Rouge, LA 70804-9125
Physical Address:
8585 Archives Avenue
Baton Rouge, LA 70809
Phone: (225) 922-0507
Web site: www.sos.la.gov

SECTION ONE

A. CERTIFICATE OF AGE, RESIDENCE, AND LOCATION OF OFFICE

*** TYPE OR PRINT LEGIBLY ***

Full Legal Name			
Parish of Residence (Domicile)			
Parish of voter registration			ERIN Verified
Residence Address	Street	City/Zip	
Mailing Address (if different from residence)	Street	City/Zip	
Previous Address (if current is less than 5 years)	Street or PO Box	City/Zip	
Telephone Numbers	Home	Cell	
Date of Birth		Social Security # (last 4 digits)	
Email Address			
Current Primary Employment	Name of Employer	Job title or position	
	Street	City/Zip	
	Phone		
Additional current employment	Name of Employer	Job title or position	
	Street	City/Zip	
	Phone		
B. DECLARATION OF STATUTORY QUALIFICATIONS FOR APPOINTMENT			
Country of Citizenship		If you are not a US citizen, check the box on right and attach an original or certified true copy of INS documentation certifying your legal status as a resident alien.	<input type="checkbox"/>
Language Proficiency	I hereby declare that I read, write, speak and am sufficiently knowledgeable of the English language		<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION TWO		ATTESTATION OF GOOD MORAL CHARACTER, INTEGRITY, AND SOBER HABITS	
Answer ALL questions, and furnish complete details of any "Yes" answer(s) on the Supplemental Information Form - SECTION SEVEN		Yes	No
A. Have you ever held a commission as a notary in Louisiana not disclosed elsewhere on this application? If yes, furnish commission parish, date, and name and report the current status of that commission.			
B. Have you ever been convicted of any crime (other than as a juvenile) (whether misdemeanor or felony) in any state, the United States, or foreign state? If so, provide the date of the conviction, the court in which you were convicted, the actual charges of which you were convicted, and the facts surrounding the crime.			
C. Have you ever been a party to any lawsuit, court or administrative proceeding—whether civil, criminal, or combination of both—in which you were accused of being dishonest or making a false statement? If so, provide the caption of the lawsuit, the court or agency in which the proceeding was brought, the allegations against you, and the disposition of the proceeding.			
D. Has any surety on any bond on which you were the principal been required to pay any money on your behalf? If so, provide the name and address of the surety, the name and address of the party to whom monies were paid, and the amount of the claim and the date you reimbursed the surety.			
E. Have you ever filed a petition for bankruptcy and been denied discharge from any debt? If so, provide case information including the name and address of the court, any trustee, and, with respect to debts not discharged, the names of creditors and amounts not discharged in the proceedings that remain unpaid.			
F. Have you ever been disbarred, suspended, censured, or otherwise reprimanded or disqualified from practice in any profession or as a holder of public office? If so, provide name of entity issuing sanctions, dates, summary of incident, and ultimate disposition.			
G. Have you ever been the subject of any formal charges concerning your conduct as an attorney, or conduct in any profession? If so, provide name of entity with whom complaints were filed, dates, summary of charges, complaints, or grievances, and ultimate disposition.			
H. Have you ever been the subject of any formal charges alleging that you engaged in the unauthorized practice of law, including any now pending? If so, provide name of entity having jurisdiction over such charges, dates, summary of the charges, complaints, or grievances, and disposition.			
I. Have you received any discharge from military service other than honorable discharge, or were you court-martialed, allowed to resign in lieu of court-martial, awarded non-judicial punishment, or administratively discharged? If so, provide complete details including branch of service, dates, place where proceedings were filed, and disposition.			
J. Have you ever been the subject of any honor code violation proceeding in any educational institution? If so, provide name of institution, dates, summary of the incident, and disposition.			
K. Have you ever been denied a license for business, trade, or profession (e.g. CPA, real estate broker, physician, patient practitioner, etc.)? If so, provide details including name of authority denying license, type of license, date and reasons for denial, and whether appeal was taken and disposition, if any, of appeal			
L. Have you ever had a business, trade or professional license revoked? If so, provide name of authority revoking license, date, and reasons for revocation.			
M. Have you been charged with any alcohol or drug-related traffic violations during the past 10 years? If so, provide complete details including dates, nature of violation, and disposition.			
Answers to questions below are confidential and protected by law from public disclosure.			
N. Within the past five years, have you ever raised the issue of consumption of drugs or alcohol or the issue of a mental, emotional, nervous, or behavioral disorder or condition as a defense, mitigation, or explanation for your actions in the course of any administrative or judicial proceeding or investigation, any inquiry, or other proceeding; or any proposed termination by an educational institution, employer, government agency, professional organization, or license authority? If your answer to the question above is yes, furnish complete details.			
O. Have you ever been terminated, suspended, disciplined, or permitted to resign in lieu of a termination from any job due to fraud, alcohol, drug abuse or any other charges of misconduct? If yes, provide the name of the employer, dates of employment, and fully explain the circumstances.			

SECTION THREE (check only one)	EXEMPTION FROM EXAMINATION La. R.S. 35:191(C)(2)(c) or La. R.S. 35:191(E)	Office use
<input type="checkbox"/> Attorney admitted to the practice of Law in the State of Louisiana	Applicant is duly licensed to practice law in the State of Louisiana, and is exempt under R.S. 35:191(C)(2)(e) from taking or passing the Louisiana state notary examination provided for in R.S. 35:191.1.	Status verified by: Approval Date:
<input type="checkbox"/> Notary currently commissioned in the State of Louisiana seeking a dual commission	Applicant currently holds a valid commission as a notary public in the State of Louisiana in and for the Parish of _____, and is exempt under R.S. 35:191(C)(2)(e) from taking the Louisiana state notary examination provided for in R.S. 35:191.1.	Status verified by: Approval Date:
<input type="checkbox"/> Notary/Attorney Notary currently commissioned in the State of Louisiana changing parish of residence	Applicant holds or has held a valid commission in and for the Parish of _____, and is changing his residence/office location to _____ parish, and is exempt under R.S. 35:191(E) from taking or passing the Louisiana state notary examination provided for in R.S. 35:191.	Status verified by: Approval Date:
EXAMINATION REQUIRED – La. R.S. 35:191.(C)(2)(b)		
<input type="checkbox"/> New Applicant Examination Registration	The undersigned applicant declares that he has met the requirements for appointment to the office for which he has applied and hereby requests approval to register to take the Louisiana state notary public examination provided for in R.S. 35.191.1 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Examination Registration requires a separate \$75 examination fee</div>	Status verified by: Approval Date:
SECTION FOUR	AFFIDAVIT OF APPLICANT	
<p>STATEMENT of APPLICANT</p> <p>I, _____, herein applying to qualify for appointment to the office of <i>Notary Public in and for the Parish of</i> _____, do state that the information contained in this application and in all supplemental forms and attachments hereunto are true and complete and given for the purpose of obtaining appointment to the office Notary Public under the provisions of R .S. 35 <i>et seq.</i></p> <p style="text-align: right;">_____ Applicant signature</p> <p style="text-align: right;">_____ Applicant printed name</p>		

SECTION FIVE**ATTACHMENTS - CHECK ALL THAT APPLY**

- Notary Public Examination Registration (along with **separate** \$75 examination fee)
- Proof of Immigration Status
- Letter of Good Standing from Supreme Court
- Supplemental Information Form (for SECTION TWO questions)

SECTION SIX**SECRETARY OF STATE USE ONLY**

Date received: _____

Fees received:

\$25 qualifying application fee \$75 exam registration fee \$35 commission filing fee

Court Approval Required

Date Approved: _____

Approved by: _____

SECTION SEVEN	SUPPLEMENTAL INFORMATION FORM
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A.	
B.	
C.	
D.	
E.	
F.	
G.	
H.	
I.	
J.	
K.	
L.	
M.	
N.	
O.	

(If more space is needed use a blank piece of paper)