

STATE OF LOUISIANA
SECRETARY OF STATE

R. Kyle Ardoin
Secretary of State

Notary Division
(225) 922-0507

Fax Numbers
(225) 932-5359 Notary



**TRANSMITTAL INFORMATION
For All Notary Filings**

Please indicate payment and contact information below

Check or Money Order Enclosed

Use credit card on file*
Last 4 digits of card on file _____

* Do not include credit card information on this form. To store credit card information on file, navigate to sos.la.gov/notarysignin, create an account, if necessary, and sign in. Click Update Master Account, and then click Manage Saved Payments. Please provide your email address and last 4 digits of the stored credit card on this form so we can retrieve your payment information.

Name of Person Filing Document

Address

City

State

Zip Code

Daytime Phone Number

Fax Number

Email Address

Mailing Address: P. O. Box 94125, Baton Rouge, LA 70804-9125
Physical Address: 8585 Archives Ave., Baton Rouge, LA 70809
www.sos.la.gov

NOTARY PUBLIC EXAMINATION REGISTRATION

Instructions: Complete this form in its entirety and send it along with the **Application to Qualify** to the Secretary of State's Office. The **Examination Registration** fee is \$100 and the **Application to Qualify** fee is \$25. Both must be filed with the Secretary of State's Office no later than 60 days prior to the date of the examination. Forms can be filed via mail, fax or email. The **Credit Card Cover Sheet** must accompany fax or email filings. Make checks payable to Secretary of State. This registration and fee is non-refundable and non-transferable. The information on this form and the disposition of the examination is public record (except for your social security number).

Applicant's Parish of Residence: _____

Applicant's Name: _____

Applicant's Mailing Address: _____
_____ **zip:** _____

Applicant's Phone Numbers: *daytime:* () _____ *home:* () _____

Applicant's DOB _____ **Applicant's SSN: (last 4 digits only)** _____

Email Address _____ **Examination Date:** _____

I understand that this registration and fee is non-transferable and non-refundable

Applicant's Signature (required) _____

Applicant's Notary I.D. (if applicable) _____
(Commissioned notaries **do not** have to file an Application to Qualify)

Examination fee of \$100: check money order cashier's check credit card
(cover sheet required)



Date Approved by Secretary of State:



Mail to: Secretary of State - Notary Division - P.O. Box 94125 - Baton Rouge, LA 70804
Physical Address: 8585 Archives Avenue - Baton Rouge, LA - 70809
notaries@sos.la.gov Fax: 225.932.5359