

**One Bergen County Plaza - Hackensack, NJ 07601
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Notary Public Manual

State of New Jersey
New Jersey Department
Notaries Public Manual

GENERAL INFORMATION

A Notary

A notary public is a public officer whose function is to administer oaths and attest and certify by his hand and official seal certain classes of documents, in order to give them authenticity in foreign jurisdictions, to take acknowledgements of deeds and other conveyances and certify them, and to perform certain official acts, chiefly in commercial matters, such as protesting of notes and bills and the notary of foreign drafts.

Appointment

A notary public is appointed by the Secretary of State and commissioned by the Governor for a five-year term. He may be removed from office at the pleasure of the Governor.

Age

A notary public must be 18 years of age or older.

Residency

A notary public must be a resident of New Jersey or a resident of an adjoining state who is regularly employed in New Jersey.

Jurisdiction

A notary public who has been duly commissioned and qualified is authorized to perform his duties throughout the State of New Jersey.

PROCEDURE TO BECOME A NOTARY PUBLIC

Obtain and complete a notary application form. Send the completed and endorsed application with a fee of \$25.00 to Notary Public Section, Department of State, CN 308, Trenton, NJ 08625.

The approved commission will be returned with the Notary Public Commission Certificate (LD.) and the Oath Qualification Certificate.

You must take the Notary Public Commission Certificate and the Oath Qualification Certificate to the Clerk of the County in which you live within 90 days of the date of commission. Failure to do so will result in cancellation of appointment.

The County Clerk will administer the Oath and return the certificate to the Department of State for filing.

Re-application: follow same procedure.

Change of Name

Whenever a notary public adopts a name different from that which he used at the time he was commissioned, prior to signing any document he must notify the Secretary of State and his County Clerk of the change on a form furnished by the Secretary of State.

FUNCTIONS OF A NOTARY

Your commission as Notary Public permits you to do three things only: certify an oath or affidavit, execute an acknowledgement to a deed, mortgage or other similar paper, and execute a certificate of protest when a negotiable instrument such as a check or promissory note has not been paid at the time and place designated on the instrument. Always require proper identification. The signature you are notarizing must be written in your presence. Include the date, the statement that the document was sworn and subscribed before you and the date when your commission expires.

Regardless of whether or not you charge for the service, you are prohibited from preparing a legal instrument, advising on the validity of land titles: acting for others in the collection of delinquent bills or claims: appearing in court or other agency as a representative for another person, or giving advice on legal matters.

Fees Charged By Notary

For Administering an oath or taking an affidavit...	\$0.50
For taking Proof of a Deed...	\$1.00
For taking all acknowledgements...	\$1.00

Charges of the Department of State

Notary Public Commission...	\$25.00
Change of Name...	\$5.00
Certificate of Good Standing...	\$5.00
Duplicate Commission...	\$1.00

NOTARIES PUBLIC ACT OF 1979 N.J.S.A. 52:7-10 to 52:7-21

1. This act shall be known and may be cited as the "Notaries Public Act of 1979."

2.a. The Secretary of State shall appoint so many notaries public as the Governor shall deem necessary to commission, who shall hold their respective offices for the term of 5 years, but may be removed from office at the pleasure of the Governor.

b. A person desiring to be appointed and commissioned a notary public shall make application to the Secretary of State on a form prescribed by him and endorsed by a member of the Legislature or the Secretary of State or Assistant Secretary of State. Renewals thereof shall be made in the same manner as the original application.

3. No person shall be appointed a notary public unless he is 18 years of age or older.

4. No person shall be denied appointed as a notary public on account of residence outside of the State, provided such person resides in a State adjoining this State and maintains, or is regularly employed in an office in this State. Before any such nonresident shall be appointed and commissioned as a notary public, he shall file with the Secretary of State an affidavit setting forth his residence and the address of his office or place of employment in this State. Any such nonresident notary public shall file with the Secretary of State a certificate showing any change of residence or of his office or place of employment in this State.