

APPLICATION FOR NOTARIAL COMMISSION

NON-ATTORNEY

I. ITEMS NECESSARY

1. Blank petition form from Clerk's Office.
2. Must be filed with the Clerk and a certified copy delivered to the Notarial Archives along with the examination fee at least 30 days prior to exam.
3. Certified copy of voter's registration.

II. PREPARATION FOR FILING

1. Fill out petition completely and have notarized.
2. Attach certified copy voter's registration.
3. Fees required:
  - a. \$243.50 to Clerk for filing of petition
  - b. \$50.00 Exam fee payable to Notarial Archives
  - c. NO CHECKS - CASH OR MONEY ORDERS ONLY!

III. FILING - GO TO CLERK'S OFFICE FIRST

1. In order to complete the process the same day the petition is filed, it must be presented no later than 3:45 p.m. as the Duty Judge is only available until 4:00 p.m. and the Notarial Archives closes at 4:00 p.m. It is best to avoid the lunch hour as there may not be a Judge available at that time.
2. Bring to the Clerk's Office the following:
  - a. Petition form completed, signed and notarized
  - b. Certified copy voter's registration
  - c. Proper fees. NO CHECKS!

IV. STEPS

1. File petition and attachment with Clerk. Pay filing fee \$243.50. Receive record number and Division of Court.
2. Take petition to Judge to have order signed
3. Return to Clerk's Office and obtain a certified copy of the petition to deliver to the Notarial Archives along with your examination fee.
4. Leave original petition and attachment with Clerk's Office.
5. VERY IMPORTANT - Deliver the Certified copy of the petition to the Notarial Archives and pay the \$50.00 examination fee or you will not be allowed to take the examination.

V. RETURN TO THE NOTARIAL ARCHIVES ON EXAM DATE WITH A PICTURE IDENTIFICATION.

IF YOU ARE NOTIFIED BY THE NOTARIAL ARCHIVES THAT YOU HAVE NOT PASSED THE EXAM, YOU NEED NOT DO ANYTHING ELSE UNLESS YOU WISH TO REAPPLY TO TAKE IT AGAIN AT A LATER DATE.

IF YOU ARE NOTIFIED THAT YOU HAVE PASSED THE EXAM, YOU MUST THEN FOLLOW THE PROCEDURE OUTLINED BELOW.

1. Obtain a Packet from the Notarial Archives containing 2 Oath of Office forms.
2. Execute the Oaths by signing them in the presence of a Notary Public and having them notarized.
3. Return to Clerk's office with the 2 executed oaths to have them recorded. The Clerk will record 1 copy of your oath and keep it on file and will return the second oath to you with the recording information stamped on the reverse side.
4. Obtain a Certificate from the Clerk and have the Judge sign it.
5. Sign a signature card at the Clerk's Office.
6. You are now finished in the Clerk's Office.
7. Take your recorded oath to the Notarial Archives and pay their fee.
8. Mail the following to the Secretary of State:
  - a. Sample letter to the Governor.
  - b. Original certificate signed by Judge.
  - c. Original recorded oath.
  - d. Check payable to the Secretary of State in the amount of \$35.00.
9. You will receive a Commission from the Governor in approximately 3 weeks. Start notarizing at that time.

CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS

STATE OF LOUISIANA

NO.

DIV.

Docket 5

IN RE: APPLICATION OF \_\_\_\_\_, NON-ATTORNEY  
TO BE CERTIFIED AS QUALIFIED FOR A NOTARIAL COMMISSION

\* \* \* \* \*

The Petition of \_\_\_\_\_, a person of the full  
age of majority and a resident of the Parish of \_\_\_\_\_,  
State of Louisiana, with respect represents:

(I)

- A) Applicant is a citizen of \_\_\_\_\_.
- B) Applicant's legal residence is \_\_\_\_\_  
\_\_\_\_\_
- C) Applicant certifies that he/she is of good moral character and that  
there are no Criminal Charges against him/her.
- D) Applicant's Office is located at \_\_\_\_\_  
\_\_\_\_\_  
the type of construction of the Office Building is \_\_\_\_\_  
\_\_\_\_\_

(II)

Petitioner further represents that (s)he is qualified to perform the  
function of the Office of Notary Public in this Parish, and as evidence  
thereof, as required by R.S. 35:191, filed herewith the following documents  
hereto attached and made a part hereof:

- A. Affidavit of two reputable citizens of Orleans Parish certifying  
applicant's good moral character, integrity, competency and habits.
- B. A certified copy of applicant's Voter Registration Certificate.

WHEREFORE, PETITIONER PRAYS that he/she be examined pursuant to  
R.S. 35:191, and that a certificate of competency be issued to him/her  
certifying that he/she is qualified to practice the profession of Notary Public.

\_\_\_\_\_  
Petitioner/Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone (Home) (Office)

STATE OF LOUISIANA

PARISH OF ORLEANS

BEFORE ME, the undersigned authority, personally came and appeared:

\_\_\_\_\_, Applicant herein, of full age of majority and a resident of the Parish of Orleans, State of Louisiana, who being by me first duly sworn, deposed and said:

That he/she has read the above and foregoing Petition and that all of the allegations contained therein are true and correct.

\_\_\_\_\_  
Petitioner/Applicant

Sworn to and Subscribed before me,  
this \_\_\_\_\_ day of \_\_\_\_\_,  
198 \_\_\_\_.

\_\_\_\_\_  
Notary Public

O R D E R

Considering the foregoing,

IT IS HEREBY ORDERED that \_\_\_\_\_ be and (s)he is hereby referred to the Committee appointed by this Court to examine applicants for the commission as Notary Public, and let said Committee report on the qualifications of said applicant.

NEW ORLEANS, LOUISIANA, this \_\_\_\_\_ day of \_\_\_\_\_, 198 \_\_\_\_.

\_\_\_\_\_  
J U D G E

STATE OF LOUISIANA

PARISH OF ORLEANS

BEFORE ME, the undersigned authority, duly commissioned, personally came and appeared:

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Address

AND

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Address

both of the full age of majority and residents of the Parish of Orleans, being by me first duly sworn, did depose and say:

That affiants know of their own knowledge that the said applicant is a citizen of \_\_\_\_\_ and a resident of and domiciled in the Parish of \_\_\_\_\_, and he/she is of good moral character, integrity, competency and sober habits.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Affiant

Sworn to and Subscribed before me,  
this \_\_\_\_\_ day of \_\_\_\_\_,  
198 \_\_\_\_.

\_\_\_\_\_  
Notary Public