

Notary Procedures

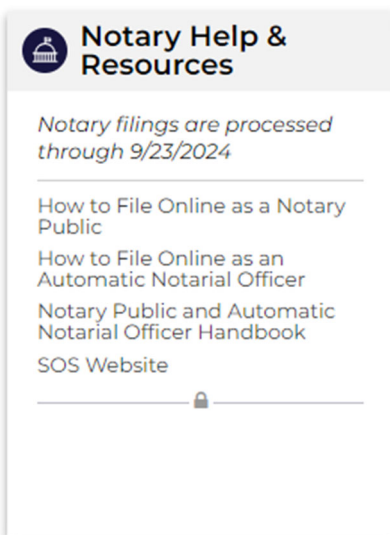
Note: Approval from your direct supervisor must be obtained prior to applying/renewing to become a notary. The only cost the applicant is responsible for is the (reimbursable) Exam. Employees should not incur any other cost.

For assistance go to the Notary public online filing help at:

<https://api.realfile.rtsclients.com/PublicFiles/ee3072ab0d43456cb15a51f7d82c77a2/82d56b5e-2d0e-413f-b585-b978669e235b/Notary%20Public%20Online%20Filing%20Help.pdf> it will ask you if this is a trustworthy source. Do you want to open this file? Choose yes or click on:

<https://enterprise.sos.nm.gov/>

Scroll down to Notary Help & Resources



Click on: How to file Online as an Automatic Notarial Officer

New Applicants and renewals. Renewals if you took the exam after January 2022 and are renewing within one year of expiration, you can use the original certificate. If more than one year has lapsed, or you have never taken the training, you must complete it.

Attend the New Mexico State-Required Training and Exam and pass:

<https://www.nationalnotary.org/new-mexico-state-required-training-and-exam>

The exam is 60 minutes – 50 questions must be taken in a single sitting and must be passed with 80% or higher to pass the exam. **The cost is \$30 and must be paid by the employee and then processed as a non-travel reimbursement to LOPD (see attached form).**

In order to be reimbursed, the applicant:

- a. Must be set up as a vendor in SHARE, and the vendor status must be Active. The attached W-9 will need to be completed if the applicant isn't set up as a vendor or if the status isn't Active. The completed W-9 should be submitted to LOPD-Fiscal for processing.
 - b. Must complete the attached DFA Non-Travel Reimbursement form and include a copy of the \$30 receipt. The documents should be submitted to LOPD-Fiscal for processing.
1. Request a \$10,000 Notary Bond from New Mexico General Services Department, Risk Management Division, using the fillable form: <https://www.generalservices.state.nm.us/risk-management/loss-prevention-and-control/insurance-information/notary-bond-request/>

Applicant's supervisor must sign the form either with a "wet" signature or a digitally verifiable signature such as Acrobat.

- Email request to notarybond.requests@gsd.nm.gov

2. Fill out the Oath of Office and get it notarized <https://www.sos.nm.gov/notary-and-apostille/notary-commissions/notary-forms/>

- Click on Oath of Office

3. Once you have the bond and the notarized oath of office, email a copy of the following to lopd-fiscal@lopdnm.us:

- Proof of Completion New Mexico State Required Notary Education and Exam
- Oath of Office Notarized
- Notary Public Bond

Payment of the application fee will be processed through an Operating Transfer (OPR) between LOPD and the Office of the Secretary of State. A copy of the posted OPR will be emailed to the applicant.

4. Complete the online electronically filed Notary Public Application on the Secretary of State website: <https://enterprise.sos.nm.gov/>. There is a \$30 filing fee for the application (**LOPD will pay via an operating transfer**) you can select.

- **I am a New Mexico state employee, and my agency will pay for my application. You will need a copy of the operating transfer and the number to add it to your application**

Renewals can be submitted as soon as one 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.

4. Once you receive the Notary Certificate with the Commissions # and expiration you will then **request your Official stamp be ordered by your office manager.** See Notary Stamp Ordering Instructions attached.
5. Once you receive your stamp you must complete the Registering A Notary Public Official Stamp at <https://enterprise.sos.nm.gov/> , this is a no-fee transaction.

The Notary Public Stamp Registration form must be submitted to the Office of the Secretary of State within **45 days** of your Certificate of Commission being issued. Failure to do so will result in a referral to the State Ethics Commission.

Congratulations, you are now a notary!