



State of Maine
Office of the Secretary of State

Application for a
Notary Public Commission

This section is for office use only.
Notary Public #:
Commission issued:

Please read these instructions carefully before completing this application. The applicant must complete this entire application and all questions must be answered completely.

I, \_\_\_\_\_
(Name of Applicant - Please Type or Print your name as you wish it to appear on your Certificate of Office)

of \_\_\_\_\_ am an adult resident of the State of Maine who is at least 18 years old, and
(Town/City of Legal Residence)

requests appointment to the office of NOTARY PUBLIC in and for the STATE OF MAINE.

Section A. Please provide complete information.

Home Address
(Physical location - street or road, city/town and zip code):

Home address input lines

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Mailing Address (if different):
\_\_\_\_\_
\_\_\_\_\_

Gender: [ ] Male [ ] Female

Other language fluency: \_\_\_\_\_
(Please list language(s))

E-mail Address: \_\_\_\_\_

If you have ever been or are now currently a notary public in another state or jurisdiction, has your commission ever been revoked or suspended for official misconduct during the last 5 years? (Check one) [ ] YES [ ] NO

If YES, please give state or jurisdiction and the reason for revocation or suspension. (If more space is needed, attach an additional sheet)

\_\_\_\_\_

Have you had any criminal convictions in the last 10 years? (Do not include traffic violations) (Check one) [ ] YES [ ] NO

If YES, please give date, charge, town, court and disposition of conviction. (If more space is needed, attach an additional sheet)

\_\_\_\_\_

**Section B.** Please answer all questions.

## Notarial Law and Practices Knowledge Examination

The following questions are designed to familiarize you with situations commonly faced by Maine Notaries Public. Your answers will provide a partial basis to grant or deny your request to be commissioned. You may consult the Notary Public Handbook or other reference materials to assist you in answering these questions.

1. You are asked to notarize a document, what steps would you take?

2. A Notary Public commissioned in the State of Maine may perform duties outside of this State.

**TRUE**       **FALSE**

3. It is considered a conflict of interest to perform a notarial act, other than a marriage, for an immediate family member.

**TRUE**       **FALSE**

4. Which forms of identification are acceptable to verify identity when performing a notarization? (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> State issued driver's license | <input type="checkbox"/> Passport          |
| <input type="checkbox"/> Social Security Card          | <input type="checkbox"/> Military ID       |
| <input type="checkbox"/> College or university ID card | <input type="checkbox"/> Credit card       |
| <input type="checkbox"/> Movie Club Card               | <input type="checkbox"/> Birth Certificate |

5. As an employee, you may not notarize any documents for your employer or its customers.

**TRUE**       **FALSE**

6. If you receive a direct benefit for the completion of a particular transaction, you may not notarize any documents for that transaction.

**TRUE**       **FALSE**

7. As a Notary Public, you are asked to perform a wedding ceremony. Which of the following must occur when solemnizing the marriage? (Check only one)

- A minister must witness and sign the documents.
- The Municipal Clerk must witness the ceremony and sign as the person performing the ceremony.
- The Secretary of State must sign the license.
- You sign the marriage license as the person performing the ceremony.

8. Of the following, which records are you required to keep? (Check all that apply)

- All notarial acts
- All weddings
- All requests for your services, even if you do not perform the service
- None of the above.

9. After appointment to the office of Notary Public, you are required to be sworn into office by which of the following officials before performing any notarial acts?

- Lawyer                       Notary Public  
 Dedimus Justice         Municipal Clerk

10. The personal appearance of the individual requesting your service is required in order for you to perform a notarial act.

- TRUE**                       **FALSE**

11. A Notary Public cannot "certify" a public record document such as a birth certificate because: (Check all that apply)

- Only the custodian of the public record document can certify it.  
 Only a Dedimus Justice can authenticate a public record document.  
 As a notary I am not the custodian of the public record document.  
 None of the above.

12. What is the best way to limit your liability and protect the person requesting your service? (Check all that apply)

- Make a mental note of the transaction.  
 Make a photocopy of the notarized document.  
 Keep a bound record book with the details of the transaction.  
 None of the above.

13. Of the following, which is the proper way to accept an acknowledgement? (Check all that apply)

- By telephone  
 By personal appearance  
 By fax  
 By e-mail  
 None of the above.

14. If your employer pays for your commission, your employer can regulate how you use your commission.

- TRUE**                       **FALSE**

15. In which of the following situations are you, as a Notary Public allowed to give legal advice? (Check all that apply)

- Never, unless you are an attorney.  
 When you prepare a legal document.  
 When you know the information you give is correct.

16. When completing a marriage license, you must use a black ink pen.

- TRUE**                       **FALSE**

17. Match the following words with the correct definition. (Enter a letter in the appropriate blank below.)

- a. Jurat  
b. Acknowledgement  
c. Oath  
d. Affirmation  
e. Affidavit

\_\_\_\_\_ A formal declaration before a notary public by a person signing a document that the execution of the document is his /her free act and deed.

\_\_\_\_\_ A written statement of facts made voluntarily and confirmed by the oath or affirmation of the party making it before an officer authorized to administer oaths (like a notary public.)

\_\_\_\_\_ A formal declaration under penalty of perjury that certain statements are true. This is equivalent to and may be substituted for an oath.

\_\_\_\_\_ Any form of attestation or pledge by which a person signifies that he or she is bound in conscience and out of a sense of responsibility to a Supreme Being to the truthfulness for some statements.

\_\_\_\_\_ A written notarial statement by the notary public indicating that the document was sworn or affirmed to by the signer on any sworn statement or affidavit.

18. The use of an embossing seal is optional for a notary public commissioned in this State.

- TRUE**                       **FALSE**

19. Someone presents you with a document to notarize which contains blank spaces; you should (Check all that apply)

- Make a note in your record book  
 Leave it up to the signer whether to leave blanks or not  
 Insert your name as the notary in these blank spaces  
 Advise the signer of the consequences of leaving blanks  
 None of the above

**Please complete the remainder of the application on the next pages prior to submitting your application.**

**Section C:** Must be signed in the presence of the Notary Public.

I, \_\_\_\_\_, do solemnly (swear) (affirm), under penalty of perjury, that the answers on this application are true and complete to the best of my knowledge, and that I, PERSONALLY, have completed the notarial law and practices knowledge examination.

\_\_\_\_\_  
(Signature of Applicant\*) (Date)

\*Your signature must match the name that appears on the front of this application and this becomes your official notarial signature for notarial acts.

State of Maine  
County of \_\_\_\_\_

Sworn to and subscribed before me on \_\_\_\_\_

at \_\_\_\_\_, Maine.

\_\_\_\_\_  
(Signature of Notary Public)

(Notary Public Seal)

\_\_\_\_\_  
(Printed Name of Notary Public)

Notary Public, State of Maine  
My commission expires on \_\_\_\_\_

(PLEASE NOTE: The Notary Public **cannot** be the same individual signing as the Maine registered voter. Additionally, the signature of the municipal clerk or registrar of voters must be from the city or town in which you live.)

**Section D.** Must be completed by the Municipal Clerk/Registrar of Voters of your residence in Maine.

I, being the Municipal Clerk and/or Registrar of Voters certify, the Applicant is a resident of the municipality listed, and affix the seal of the municipality.

\_\_\_\_\_  
(Signature of Clerk or Registrar of Voters)

\_\_\_\_\_  
(Printed Name of Clerk or Registrar of Voters)

Name of Municipality: \_\_\_\_\_

(Municipal Seal)

**Section E.** Must be completed by a registered voter in the State of Maine.

I, a registered voter in the State of Maine, recommend the appointment  
of the applicant to the office of Notary Public in Maine.

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(Signature of Registered Voter)

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(Name of Municipality)

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Commission fee: \$50

Please remit your payment made payable to the Maine Secretary of State.

Submit completed form to: Secretary of State  
Division of Corporations, UCC and Commissions  
101 State House Station  
Augusta, ME 04333-0101  
Telephone Inquiries: (207) 624-7752  
Email Inquiries: [CEC.Notaries@Maine.gov](mailto:CEC.Notaries@Maine.gov)