



State of Maine
Office of the Secretary of State

Renewal Application for a
Notary Public Commission

for a New Hampshire Resident

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.

Name of Applicant - Please Type or Print your name (This becomes your official notary public commission name)

I, \_\_\_\_\_
(First name) (Middle name or initial-if used) (Last name)

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

and request re-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 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If you have ever been or are now currently a notary public in another state or jurisdiction, has your commission ever been revoked or suspended for official misconduct during the last 5 years?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"/> Credit card                   | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> Movie Club Card               |  |

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 can "certify" a public record document such as a birth certificate.

- TRUE**                       **FALSE**

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. Your employer can regulate when you can perform notarial acts during employment hours.

- 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 a Maine 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.

**\*Your printed name above must match the printed name as it appears on the front of this application.**

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

**\*\*The signature on this page becomes your official notarial signature.**

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 \_\_\_\_\_

**Section D.** (Check only one and attach the appropriate affidavit – see instructions after the application)

- New Hampshire resident – employed in Maine (attach form Notary-NH-Employed Affidavit -2 forms)
- New Hampshire resident – self-employed in Maine (attach form Notary-NH-Self Employed Affidavit)

**(PLEASE NOTE: The signature of the municipal clerk or registrar of voters must be from the city or town in which you live.)**

**Section E.** Must be completed by the Municipal Clerk/Registrar of Voters of your residence in New Hampshire.

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)

(Municipal Seal)

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

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)

**Instructions for Choosing the  
Proper Affidavit to submit with your application**

1. If you are employed in Maine by a business, then you need to include:

Form No. Notary-NH-Employed Affidavit (Applicant); **and**  
Form No. Notary-NH-Employed Affidavit (Employer)

Please do not include the form in instruction 2 below with your application.

2. If you are self-employed in Maine, then you need to only include:

Form No. Notary-NH-Self-Employed Affidavit

Please do not include the forms in instruction 1 above with your application.

# State of Maine



## **Affidavit of Employment - Applicant** For a New Hampshire Resident Employed in Maine Applying for a Maine Notary Public Commission

I, \_\_\_\_\_, do solemnly (swear) (affirm), under penalty of  
(Name of Applicant)

perjury, that the information contained in this affidavit is true and accurate to the best of my knowledge.

1. I am employed in Maine by:

\_\_\_\_\_  
(Name of Employer in Maine)

2. The \*address of my employer in Maine is:

\_\_\_\_\_  
**\*Must be an office, business or facility physically located in the State of Maine where the applicant is regularly employed.**

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

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 \_\_\_\_\_

(This form must accompany the application for a Maine Notary Public Commission)

# State of Maine



## Affidavit of Employment - Employer For a New Hampshire Resident Employed in Maine Applying for a Maine Notary Public Commission

I, \_\_\_\_\_, an authorized representative of  
(Name of Authorized Representative)  
\_\_\_\_\_, do solemnly (swear) (affirm), under  
(Name of business)

penalty of perjury, that the information contained in this affidavit is true and accurate to the best of my knowledge.

1. Name of employee applying for a Maine Notary Public Commission who is regularly employed by this business: \_\_\_\_\_  
(Name of employee/applicant)

2. Place of business in Maine where employee/applicant is \*located:

\_\_\_\_\_  
**\*Must be an office, business or facility physically located in the State of Maine where the applicant is regularly employed.**

3. This business is licensed, authorized or registered to do business in Maine.

4. Telephone number of person completing this affidavit: \_\_\_\_\_

5. Capacity of Authorized Representative: \_\_\_\_\_

\_\_\_\_\_  
(Signature and printed name of authorized representative of business)

\_\_\_\_\_  
(Date)

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 \_\_\_\_\_

(This form must accompany the application for a Maine Notary Public Commission)



# State of Maine



## Affidavit of Self Employment

For a New Hampshire Resident Self-Employed in Maine  
Applying for a Maine Notary Public Commission

I, \_\_\_\_\_, do solemnly (swear) (affirm), under penalty of  
(Name of Applicant)

perjury, that the information contained in this affidavit is true and accurate to the best of my knowledge.

1. I am self-employed in Maine.
2. The name of my business in Maine is \_\_\_\_\_
3. This business is licensed, authorized or registered to do business in Maine.
4. The \*address of my business in Maine is:  
\_\_\_\_\_

**\*Must be an office, business or facility physically located in the State of Maine where the applicant is regularly employed.**

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

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 \_\_\_\_\_

(This form must accompany the application for a Maine Notary Public Commission)