



State of Maine
Office of the Secretary of State

**Application for a
Notary Public Commission**

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.

☐ **Maine Resident Applicant**

☐ **Nonresident Applicant**

Legal Name of applicant (first, middle, last, suffix) _____
(Type or print legal name)

Address of applicant:

Home Address

(Physical location - street, city/town, state, and zip code):

Mailing Address (if different)

Date of Birth: _____

Contact Information:

E-mail address: _____

Contact Telephone: (____) - _____

Work Telephone: (____) - _____

Other language fluency: _____

If you have ever been or are currently a notary public in another state or jurisdiction, has your commission ever been revoked or suspended?

- ☐ No
☐ Yes – please name the state or jurisdiction and give the date and reason for revocation or suspension.
Please use additional sheets, if needed.

Have you ever been convicted of a crime punishable by one year or more of imprisonment in this state or elsewhere?

- ☐ No
☐ Yes – please provide details, including state or jurisdiction, date of conviction, name of court, docket/case number, and the crime(s) for which you were convicted. Please use additional sheets, if needed.

Have you ever been convicted of a crime involving fraud, dishonesty or deceit in this state or elsewhere?

- ☐ No
 - ☐ Yes – please provide details, including state or jurisdiction, date of conviction, name of court, docket/case number, and the crime(s) for which you were convicted. Please use additional sheets, if needed.
-

Have you ever been involved in any legal proceedings or disciplinary actions in this state or elsewhere based on alleged fraud, dishonesty or deceit that resulted in findings against you or your admission of liability?

- ☐ No
 - ☐ Yes – please provide details, including state or jurisdiction, court or other body before which the proceedings occurred, nature of the proceedings, and nature and date of findings or admission. Please use additional sheets, if needed.
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Notary Public Examination

1. To qualify for appointment as a notary public in Maine, the applicant must:
 - ☐ Be at least 18 years of age.
 - ☐ Be a resident of Maine or a resident of another state with a business or place of employment in the State of Maine.
 - ☐ Be able to pass an examination administered by the Secretary of State.
 - ☐ All of the above
2. When is it acceptable to perform a notarial act without identification of the signer? (check all that apply)
 - ☐ When the signer says they forgot their identification.
 - ☐ When the signer is personally known to the notary public.
 - ☐ When your employer asks you to.
 - ☐ None of the above
3. What is required when certifying a copy of a record or document? (check all that apply)
 - ☐ The signature of the person who is listed on the document or record.
 - ☐ A written statement from the person listed on the document or record that it is a true copy.
 - ☐ A written statement by the notary public that the copy is full, true and accurate.
4. A notary public may perform a marriage for a family member.
 - ☐ True
 - ☐ False
5. Before a notary public can perform any remote or electronic notarization: (check all that apply)
 - ☐ The notary must select a technology provider that has been approved by the Secretary of State.
 - ☐ The notary must complete and submit the written notification form to the Secretary of State.
 - ☐ The notary is not required to do anything if they use 2-way audio-visual communication technology and keep a video recording of the transaction.
 - ☐ The notary must receive acceptance by the Secretary of State to perform remote or electronic notarizations.
6. A certificate of notarial act is required for all notarial acts.
 - ☐ True
 - ☐ False

7. A person requesting a notarization must personally appear before the notary public for all notarial transactions.

- ☐ True
- ☐ False

8. A journal is required:

- ☐ For all notarial transactions.
- ☐ For no notarial transactions.
- ☐ For all electronic or remote notarizations.

9. If you are presented with a document in a language that you do not understand, you are able to notarize the document as long as the notarial certificate is in a language that you can read and understand.

- ☐ True
- ☐ False

10. How many days does a notary public have to notify the Secretary of State of any changes to their name or contact information?

- ☐ 14 days
- ☐ 30 days
- ☐ 45 days
- ☐ 60 days

11. It is considered a conflict of interest to perform a notarial act for a spouse, domestic partner, parent, sibling or child or an in-law or a step or half relative.

- ☐ True
- ☐ False

12. What is acceptable evidence of identity for the person appearing before a notary public? (check all that apply)

- ☐ Passport
- ☐ A credible witness if the signer has no identification
- ☐ Military ID
- ☐ Birth certificate

13. How many days from the date of appointment does a notary public have to appear before a Dedimus Justice?

- ☐ 14 days
- ☐ 30 days
- ☐ 45 days
- ☐ 60 days

14. What steps must a notary public take when there is no notarial certificate on a tangible record?

- ☐ Ask the signer what notarial act they want you to perform and affix that certificate.
- ☐ Refuse to perform the notarization as the notarial certificate is not on the record.
- ☐ Decide what notarial certificate to affix.
- ☐ None of the above.

15. An official stamp (with seal) is required:

- ☐ For all notarial transactions.
- ☐ For all tangible (paper) transactions.
- ☐ For all electronic or remote notarizations.
- ☐ None of the above

DEFINITIONS (*Match the words with the correct definition by entering the letter assigned to the word in the appropriate blank field below*):

- A. direct beneficial interest

B. remote notarization

C. electronic notarization

D. jurat
- E. certified or attested copy

F. acknowledgement

G. credible witness

H. notarial officer

_____ A copy that is a full, true and accurate transcription or reproduction of a record or item.

_____ An honest, reliable, and impartial person who personally knows an individual appearing before a notarial officer and takes an oath or affirmation before the notarial officer to vouch for that individual’s identity.

_____ A notary public or other individual authorized to perform a notarial act.

_____ A notarial act performed with a remotely located individual using communication technology approved by the Secretary of State.

_____ A statement on an affidavit of when, where and before whom it was sworn or affirmed.

_____ A declaration by an individual before a notarial officer that the individual has signed a record with proper authority and as the act of the individual or entity identified in the record.

_____ A notarial act performed on an electronic record using an electronic signature.

_____ A fee other than the customary fee for performance of a notarial act, or any advantage right, title, interest, cash, property or other consideration received in connection with the record.

Nonresident Eligibility (*this section must be completed if you are not a Maine resident*) – *select one box and provide the information.*

☐ **Applicant has a business in the State of Maine** (*to be completed by the applicant*)

☐ **Applicant is employed in the State of Maine** (*to be completed by the employer of the applicant*)

Legal business name:

(business name)

Physical business address: _____

(street, city/town, state, and zip code)

Mailing business address: _____

(street, city/town, state, and zip code)

I certify that the applicant who is named above is regularly employed by:

(business name)

with the location of _____
_____.
(physical address)

Signature of Employer: _____

Printed name and title: _____
(printed name and official title)

Marriage Officiant License – Maine Residents Only

Effective July 1, 2023, a notary public no longer has the authority to solemnize marriages as a notary public in Maine. However, all Maine notaries public who are Maine residents are eligible to receive a separate marriage officiant license at no additional cost, unless you wish to opt out or decline to be licensed as marriage officiant. You must have a license as a marriage officiant to solemnize marriages after July 1, 2023. Once a marriage officiant license has been issued, the licensee's name, city or town of residence, contact telephone number and email address will be posted on the Secretary of State's publicly accessible web site for the public to search for marriage officiants in Maine. If you wish to opt out of being issued a marriage officiant license, please mark the "opt out" checkbox below. If you do not mark the "opt out" checkbox, you will automatically be issued a marriage officiant license if you are issued a notary public commission. If you opt out of being issued a marriage officiant license, you will not be able to opt back in. Instead, if you later decide you want to be authorized to solemnize marriages, you will be required to submit a separate marriage officiant license application and pay the \$25 application fee.

☐ **Do not issue a marriage officiant license to me (opt out)**

Approval Required for Electronic and/or Remote Online Notarization

Before you can perform any electronic or remote online notarization, you must submit a completed electronic or remote online notification form to the Secretary of State's office. You must receive approval by the Secretary of State before performing your first electronic or remote online notarization. The electronic and/or remote online notification form is available on our website at www.maine.gov/sos/cec/notary/notaries.html.

Signature of Applicant

I declare that the information contained in this application is true and correct; that the answers to the questions are complete to the best of my knowledge; that I understand that a fraudulent, dishonest, or deceitful statement or omission on this application could result in denial of my application or revocation or suspension of any notary public commission I receive; that I have read the notary public laws set forth in 4 M.R.S. Chapter 39 and the Secretary of State's Rules Governing Notaries Public, Notarial Officers, Notarial Acts and the Procedures for Electronic and Remote Notarization, Chapter 700 and that I am:

- ☐ A Maine resident at least 18 years of age, or
- ☐ A nonresident of Maine at least 18 years of age, with a business or place of employment located in Maine.

Signature of Applicant _____ Date: _____

Printed Name of Applicant _____

Please remit the **\$50 application** fee made payable to the Treasurer, State of Maine and submit this application 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