



STATE OF NEW MEXICO

**MAGGIE TOULOUSE OLIVER**

SECRETARY OF STATE

## Remote Online Notary Public Application Information

**Please Note:** Application and bond must be completed in black or blue ink. We do not accept application with background colors.

1. The mailing address is where all mailings will be sent. **Please provide the business name and/or persons attention the mailings are to be sent to as well as a complete address including any suite or box numbers.**
2. The applicant's name shall match exactly as it appears on their current notary public commission or office held.
3. The application fee is \$75. Your Check or Money Order should be made payable to the New Mexico Secretary of State. Money Orders must be filled out completely. Sorry, we cannot accept purchase documents. **DO NOT SEND CASH.**
4. Each remote online notary must take the New Mexico State Remote Online Notary Qualification exam and attach the issued certificate of completion to this application.
5. The applicant shall provide the name of all remote online notarization systems they intend to use, which must be approved by the Secretary of State.
6. The applicant shall provide a copy of the instructions or techniques supplied by a remote online notarization system provider that allow the notarial officer's signature and official stamp to be read and authenticated.
7. In the section provided, please list an explanation of the methods and technology by which the applicant will maintain and store the required journal and audio video recordings.
8. Within 45 days of the remote online notary application being approved the notary must provide proof of their notary stamp by sending in the Stamp Registration Form. Failure to do so will result in a referral to the State Ethics Commission.
9. ***If you are applying to be both a Notary Public and a Remote Online Notarial Officer you must provide BOTH applications, certificates of completion, and stamp registration forms along with each fee.***

Type or Print Legibly  
\$75 Filing Fee



STATE OF NEW MEXICO  
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### Remote Online Notary Application

This form must be completed in its entirety and submitted with a certificate of completion issued after passing the New Mexico State Remote Online Notary Qualification exam and a check or money order for **\$75.00** to the address below. Please type or print neatly in black or blue ink. Illegible applications will be returned for clarification. **The applicant may not perform remote online notarial acts until they have received approval from this office and have provided proof of their official remote online notary stamp.**

**Applicant's name shall match exactly as it appears on their current notary public commission or office held.**

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Last First Middle

I am a commissioned Notary Public

Commission Number \_\_\_\_\_ Expiration date \_\_\_\_\_

I am a Notarial Officer pursuant to 14-14A-9 NMSA 1978

Title of Office \_\_\_\_\_ Term Expiration date \_\_\_\_\_

Attention: \_\_\_\_\_

Phone number \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_

City State Zip Code

I will be using the following remote online notarization systems :

\_\_\_\_\_  
\_\_\_\_\_

Provide an explanation of the methods and technology by which you will maintain and store the required journal and audio video recordings.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby verify that the information provided on this application is true and correct. I have successfully passed the New Mexico State Remote Online Notary Qualification exam and have attached my certificate of completion. I have attached a copy of the instructions or techniques supplied by a remote online notarization system provider that allow for my signature and official stamp to be read and authenticated. I understand within 45 days of receiving approval of this application I shall provide proof of my issued electronic official stamp and that failure to do so will result in a referral to the State Ethics Commission.

\_\_\_\_\_  
Applicants Signature

**325 DON GASPAR, SUITE 300 | SANTA FE, NEW MEXICO 87501**  
**PHONE: (505) 827-3600 or (800) 477-3632 | FAX: (505) 827-8081**  
**WWW.SOS.STATE.NM.US**