

State Notary Requirements – QUICK REFERENCE | NPA Section, National Association of Secretaries of State | Rev. July 2015

- This chart serves as a quick reference to each state's primary notary requirements. Additional details are found in statutes, administrative rules and the commissioning authorities' notary guidelines.
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STATE	JURISDICTION	TERM OF OFFICE	BOND	EDUCATION, EXAM	RECORDBOOK	STAMP/SEAL	Authorized Duties	Max Fees
Alabama	Statewide eff. 1.1.12; countywide for certain notaries until commission expiration	4 years	\$25,000 Bond <i>(notaries commissioned before 1.1.12 continue to carry their \$10,000 bond until expiration)</i>	At the discretion of the county probate judge.	Not Required: Effective January 1, 2012 Alabama notaries are no longer required to keep a fair register of all notarial acts.	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments and proofs (conveyances); • administer oaths; • execute protests; and • exercise such other powers, according to commercial usage or the laws of this state, as may belong to notaries public. <i>(Includes making certified copies of register entries ONLY, when required and upon payment of fee)</i>	For taking an acknowledgment or proof; for administering an oath; executing a protest; giving any other certificate and affixing a seal of office -- \$5.
Alaska	Statewide	4 years <i>(Limited Governmental Notaries' terms remain in effect while the notary is employed with the government employer under which the commission was obtained, and ends when the notary leaves that employer.)</i>	\$1,000 Bond	Not Required	Not Required	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations (jurats); and • attest documents <i>(this not a reference to attesting/certifying copies; Alaska notaries are not authorized to attest/certify copies)</i> <i>>Limited governmental notaries may not notarize for the public; their acts are reserved for official government business only.</i>	Left to be determined by the notary. If the notary chooses to charge a fee, he/she must provide a fee schedule prior to notarizing. Limited governmental notaries may not charge a fee.

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Arizona	Statewide	4 years	\$5,000 Bond	Not Required	Recordbook Required	Ink Stamp Required <i>(Embosser allowed only in conjunction with ink stamp.)</i>	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • execute jurats; and • certify copies 	\$2 per paper notarial act performed; \$25 for electronic notarial acts. Fee schedule must be “conspicuously” posted. Travel fees are allowed (the same mileage and per diem currently authorized for state employees). Fees are prohibited in certain limited circumstances.
Arkansas	Statewide	10 years	\$7,500 Bond	Not Required	Not Required	Ink Stamp or Embossing Seal Required, Paper Notarial Acts	<ul style="list-style-type: none"> • take acknowledgments and proofs (deeds); • administer oaths and affirmations; • certify copies; • take affidavits and depositions (swear-in witnesses); and • execute protests. 	\$5 per notarial act performed. Effective 7-22-15, charging of fees for notary services is optional. Fees for actual round-trip mileage that the notary travels to serve a customer will also be allowed; travel fees must be calculated using the current federal rate for mileage reimbursement.

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California	Statewide	4 years	\$15,000 Bond	Education Course and Exam Required	Recordbook Required	Ink Stamp or Embossing Seal Required, Paper Notarial Acts <i>(Electronic notarial acts must include all information elements of the ink-stamp or embossing seal.)</i>	<ul style="list-style-type: none"> • take acknowledgments, and proofs (very limited circumstances); • administer oaths and affirmations; • take affidavits and depositions; • certify copies of powers of attorney and notarial recordbook entries (requested by the Secretary of State or by a court) ONLY; and • make protests (only notaries employed by a financial institution). 	Acknowledgment or proof, \$10 per signature. Oath or affirmation for a jurat, \$10 per signature. For services in connection with the taking of any deposition, \$20, and in addition \$5 for administering the oath and \$5 for the certificate to the deposition. Certified copy (POA document only), \$10. Photocopy of a journal entry, 30 cents per page. Non-attorney notaries may charge no more than \$10 for services related to immigration forms for each set of forms. Travel fees are allowed if agreed-upon in advance. Fees are prohibited in certain limited circumstances.
Colorado	Statewide	4 years	Not Required	Education and Exam Required	Recordbook Required	Ink Stamp Required, Paper Notarial Acts <i>(Possession of a notary seal embosser not obtained before 8.8.12 is prohibited. For electronic acts, notary's electronic signature is sufficient in lieu of a seal. E-signature must display name, "Notary Public," "State of Colorado," DAN number and commission expiration date.)</i>	<ul style="list-style-type: none"> • Oath/affirmations; • acknowledgments and proofs; • certify copies; • take depositions and affidavits; • note protests. <p><i>>For certified copies, notary must be presented with the original document, and a signed written request conforming to CRS 12-55-120[1]. Notary retains the written request and one of the copies he/she certified.</i></p>	\$5 per paper notarial act performed; \$10 for an electronic notarial act.

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Connecticut	Statewide	5 years	Not Required	Exam Required	Not Required	Not Required	<ul style="list-style-type: none"> • Oath/affirmations; • execute jurats; • acknowledgments and proofs; • take depositions and issue subpoenas in civil actions or probate proceedings; • note protests. 	\$5 per notarial act performed. A travel fee may be charged of 35 cents per mile.
Delaware	Statewide	<ul style="list-style-type: none"> • Traditional Notary: 2 years-New Commission; 2 or 4 years-Renewing. • Limited Governmental Notary: no term expiration; in effect as long as notary is employed with the agency for which the commission was obtained. • Service Organization Notary - 4 years. Electronic Notary - 2 years 	Not Required	Not Required for Paper Notaries; to be required for Electronic Notaries	Paper Notarial Acts - Not Required. Electronic Notarial Acts - Electronic Journal Required.	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • take verifications upon oath or affirmation; • witness or attest signatures; • certify or attest copies; and • note a protest of a negotiable instrument. <p><i>>Limited governmental notaries may notarize only for their employing Delaware state agency, or employing Delaware police agency (state, local, county or municipal). Duties are set by the agency.</i></p> <p><i>>Service Organization notaries may notarize only in connection with their organization.</i></p>	\$5 per paper notarial act performed; \$25 per electronic notarial act performed. The notary cannot waive electronic notarial act fees that are prescribed by the Secretary under DC 4307(c). Fees are prohibited in certain limited circumstances.
District of Columbia	District-wide (Resident, Non-resident, Government and Dual Commission notaries)	5 years (Government notary resigns commission if no longer in government service)	\$2,000 Bond (not applicable to District government notaries)	Mandatory Orientation	Recordbook Required	Embossing Seal Required (Embossment MUST be inked.)	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • jurats (verification on oath or affirmation); • execute protests; and • witness or attest signatures. <p><i>Government notaries may notarize only within the scope of their government position.</i></p>	\$2 per signature per notarial act. Government notaries may not charge a fee.

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Florida	Statewide	4 years	\$7500 Bond	Required	Not Required	Ink Stamp Required, Paper Notarial Acts <i>(Embosser allowed only in conjunction with ink stamp. For electronic acts, notary's electronic signature must include same information elements required for the ink-stamp.)</i>	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • make attested photocopies; • solemnize marriages; • verify vehicle identification numbers; and • certify contents of safe deposit boxes. 	\$10 per notarial act (paper or electronic) and \$30 for performing a marriage ceremony. Fees are prohibited in certain limited circumstances.
Georgia	Statewide	4 years	Not Required	Not Required	Not Required	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • certify copies; • witness or attest signatures; and • witness affidavits and take verifications on oath or affirmation (jurats). 	\$2 for each notarial act. Fees must be disclosed before performance of a notarial act. Notaries who advertise their services must post a fee schedule in English and in the language of their ad if it is not in English. Travel fees are not prohibited; the customer should be advised in advance and billed separately from notarial fees.
Hawaii	Statewide	4 years	\$1,000 Bond <i>(Government notaries are exempt from the bond requirement unless required to obtain one by the notary's agency)</i>	Exam Required	Recordbook Required	Ink Stamp or Embossing Seal Required <i>(Notary may "obtain and keep" either device, but not both.)</i>	<ul style="list-style-type: none"> • Acknowledgments; • oaths and affirmations; • witness document signings; • attest to a document signer's identity; • note protests; • certify copies of the notary's journal records (only). 	For oaths including the certificate of oath, \$5; and for affixing the certificate of oath to every duplicate original beyond four, \$2.50. For acknowledgments, \$5 per signer; and for affixing the certificate of acknowledgment to every duplicate original beyond one, \$2.50 per signer. For executing protests, or issuing notices of protest or certified copies of protests, \$5 per service. For depositions or official certificate, \$5.

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Idaho	Statewide; also outside Idaho for documents to be recorded in Idaho.	6 years	\$10,000 Bond	Not Required	Not Required	Ink Stamp Required	<ul style="list-style-type: none"> • Oaths/affirmations; • take acknowledgments and proofs; • certify copies; and • certify affidavits (to include verifications made on behalf of an entity other than an individual) or depositions of witnesses. 	\$2 for each notarial act performed. A fee for travel may also be charged. This fee is not specified but must be "reasonable."
Illinois	Statewide, unless the resident notary ceases to live in the county of commission, or the non-resident notary ceases to work in the county of commission.	4 years, resident; 1 year, non-resident	\$5,000 Bond	Not Required	Not Required <i>(Until July 1, 2018, notaries must create a "Notarial Record" including a thumbprint, for all notarial acts performed involving certain conveyances for residential property in Cook County. This is not a traditional recordbook/journal entry; a specific form for this purpose, and instructions, are provided on the web site of the Illinois Secretary of State.)</i>	Ink Stamp Required	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • witness or attest signatures; and • take verifications upon oath or affirmation (individual or representative capacity). 	\$1 per notarial act performed; until July 1, 2018, \$25 per notarial act related to the Pilot Program for Cook County Conveyances. Notaries must provide a receipt for fees charged and maintain records of all fees. Notaries who are neither attorneys nor accredited immigration consultants, who advertise in a language other than English, must conspicuously post a fee schedule in English and the language of the ad.

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Indiana	Statewide	8 years	\$5,000 Bond	Not Required	Not Required	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • Oaths/affirmations; • take acknowledgments and proofs (deeds); • take and certify affidavits and depositions. • Witness or attest a signature 	\$2 per notarial act. Notaries who are also public officials, or deputies/appointees acting under a public official, may not charge fees for services related to official business unless the charges are specifically authorized in statutes other than notary statutes.
Iowa	Statewide	3 years-resident; 1 year-non-resident <i>(non-resident commission expires upon cessation of employment or work in Iowa)</i>	Not Required	Not Required	Not Required	"Official Stamp" Required, Paper and Electronic Notarial Acts. Paper Acts - Ink Stamp or Embossing Seal. <i>(Electronic notarial acts must include all information elements of the ink-stamp or embossing seal.)</i>	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • take verifications upon oath or affirmation (jurats); • certify/attest copies; • witness or attest signatures; and • execute protests. 	Left to be determined by the notary—must be "reasonable."
Kansas	Statewide	4 years	\$7,500 Bond	Not Required (Unless the notary wishes to electronically notarize.)	Not Required	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • take verifications upon oath or affirmation; • certify/attest copies; • witness or attest signatures; and • note protests. 	Left to be determined by the notary—must be "reasonable."

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Kentucky	Statewide for state-at-large notaries; inside or outside KY for special commission notaries. >Special commission notaries may notarize only documents to be recorded in Kentucky.	4 years	Required for at-large notary commission. Bond amounts vary by county. Not required for special commission notary.	Not Required	Not Required (Protests must be recorded in a "well-bound and properly indexed book.")	Not Required	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • attest documents; • take depositions; and • note protests. 	50 cents for acknowledgments and document attestations; administering an oath/affirmation, 20 cents; executing a protest, 50 cents; for issuing a notice of protest, 25 cents; and for recording every protest, attestation or acknowledgment in a book (recordbook), 75 cents. Fees are prohibited in certain limited circumstances.
Louisiana	Statewide for resident attorneys; parish-wide for non-attorney notaries unless that notary has passed the statewide exam; parish-wide for provisional notaries (county population less than 40,000; may notarize only within course and scope of employment). Provisional notaries also have jurisdiction in adjacent parishes of less than 40,000 population, where his/her employer also maintains an office.	Lifetime Commission	\$10,000 surety bond or personal surety that has been approved by the parish Clerk of Court, or Errors and Omissions coverage at a minimum amount of \$10,000. Attorneys licensed to practice law in the state of Louisiana do not have to file a notary bond (they submit a certificate of good standing with application). Provisional notaries must maintain a \$20,000 bond.	Exam Required. Applicants must complete an exam pre-assessment prior to registering for the state exam. Provisional notaries must pass only the multiple choice and research sections of the exam initially, but must pass all other sections of the exam by 8-1-17 or the commission will expire. Provisional notaries must also attend a notary orientation class.	Required for recordation of acts affecting immovable property.	Not Required (The Louisiana notary's signature is his seal.)	<ul style="list-style-type: none"> • Administer oaths/affirmations, take acknowledgments, and certify copies. • Also to make inventories, appraisements and partitions; • receive wills, make protests, matrimonial contracts, conveyances, and generally, all contracts and instruments of writing; • hold family meetings and meetings of creditors; • make affidavits of corrections; • affix the seals upon the effects of deceased persons and to raise the same. <p><i>Provisional notaries may NOT draft/prepare: last will and testament or donation mortis causa; a trust; or any instrument that transfers title to immovable property including but not limited to an act of sale or act of donation.</i></p>	Left to be determined by the notary.

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Maine	Statewide	7 years-Resident; 4 Years-New Hampshire residents	Not Required	Exam Required	Not Required <i>(Must keep records of all marriages performed.)</i>	Not Required	<ul style="list-style-type: none"> • Oaths/affirmations; • acknowledgments and proofs; • solemnize marriage vows; • note protests. <i>Note: Because Maine law is silent on whether notaries may certify copies of original documents, Maine's Secretary of State "strongly" recommends that instead, the document custodian certify a copy's authenticity by executing a sworn affidavit before a notary.</i> 	For executing protests and actions related to the protest, \$1.50; otherwise fees are to be determined by the notary and must be "fair and reasonable." Notaries wishing to charge fees are counseled by the Maine Secretary of State to "establish a fee structure or schedule."
Maryland	Statewide	4 years	Not Required	Not Required	Recordbook Required	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • Oaths/affirmations; • acknowledgments; • make protests and declarations; • certify copies of entries from the notary’s recordbook/journal. <i>(Notaries may also take depositions, but are discouraged from doing so unless specifically trained.)</i> <p><i>*ALSO if a document does not contain notarial wording, a notary may witness the doc signing as follows: ID the signer; observe the document signing; date, sign and stamp the document; insert commission expiration date; create journal entry. Source: SOS online handbook and Statute ACM St. Gov Sec. 18-113</i></p>	\$4 per “original” notarial act performed. Duplicate documents: \$2 per signature on the original (first) copy, and \$1 per signature for each additional copy of the document. For certifying a copy of a notarial record, \$2. For producing photocopies of notarized documents, \$1 per document copy. Allowable travel fee: Up to \$5 flat fee per trip, plus 31 cents per mile.

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Massachusetts	Statewide	7 years	Not Required	Not Required	Recordbook Required	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • certify copies; • execute jurats; • issue summonses for witnesses; • witness the opening of a bank safe, vault or box; • witness signatures; and • issue subpoenas. 	No fee specified for notarial acts; must be reasonable. Fees are specified for services related to protests (Massachusetts General Laws 262, Section 41).
Michigan	Statewide	Not less than 6 years and no more than 7 years, expires on the notary’s birthday.	\$10,000 Bond (Attorney notaries are exempt)	Not Required	Not Required	Not Required <i>(Embosser alone or any other method that cannot be reproduced shall not be used.)</i>	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • witness or attest signatures; and • take verifications upon oath or affirmation. 	\$10 per notarial act performed (each certificate). Notary must conspicuously post fees or advise customers of fees before performing notarial acts. Travel fees must be agreed-upon in advance of travel.

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Minnesota	Statewide	5 years; term expires Jan. 31 of the 5th year following year of commission issuance.	Not Required	Not Required	Not Required	Ink Stamp Required, Paper Notarial Acts (Embosser allowed only in conjunction with ink stamp. Electronic notarial acts must include all information elements of the ink-stamp.)	<ul style="list-style-type: none"> • administer oaths and affirmations; • take acknowledgments; • take verifications on oath or affirmation (jurats); • witness or attest signatures; • certify/attest copies; • execute protests; and • take depositions. 	<ul style="list-style-type: none"> • For protest of nonpayment of note or bill of exchange or of nonacceptance of such bill; where protest is legally necessary, and copy thereof, \$5 (formerly \$1). • For every other protest and copy, \$5 (formerly \$1). • For making and serving every notice of nonpayment of note or nonacceptance of bill and copy thereof, \$5 (formerly \$1). • For any affidavit or paper for which provision is not made herein, \$5 (formerly \$1) per folio, and \$1 per folio for copies (formerly 20 cents). • For each oath administered, \$5 (formerly \$1). • For acknowledgments of deeds and for other services authorized by law, the legal fees allowed other officers for like services (no change from prior law). • For recording each instrument required by law to be recorded by the notary, \$5 per folio (formerly \$1).

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Mississippi	Statewide	4 years	\$5,000 Bond	Not Required	Recordbook Required	Ink Stamp Required <i>(Embossing seal allowed only in conjunction with official ink stamp, and only if embossment is not inked.)</i>	<ul style="list-style-type: none"> • Oaths/affirmations; • acknowledgments and proofs; • execute jurats; • witness signatures. 	Notaries may charge no more than \$5 per signature per notarial act. Travel fee allowed if agreed upon in advance and the notary explains that the fee is separate from the notarial fee and is not mandatory. The notary may require payment of fees in advance of notarization. If the notary charges fees, conspicuous posting of the fee schedule or presentation to the customer of the fee schedule is required. Fee schedule shall be in English.
Missouri	Statewide	4 years	\$10,000 Bond	Education Required	Recordbook Required	Ink Stamp or Embossing Seal Required <i>(If embosser used as official seal, notary must additionally type, stamp or handwrite certain information on every notarial certificate.)</i>	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations • certify copies; and • perform any other act authorized by law. <p>>Missouri non-resident notaries may notarize only in the course of their employment. >To certify a copy, notary must receive signed, written request stating that a certified copy of the document does not violate any state or federal law. Notary retains one of the facsimile copies and the written request as notarial records.</p>	\$2 per signature notarized and for recording the notarial act in the notary's journal. \$1 for administering a verbal oath/affirmation or for "any other notarial act." \$2 per page for certifying a copy or \$1 per page if the copy is a notarial journal record. Travel fees are allowed, not to exceed the federal mileage rate. An expedited service charge is allowed, not to exceed \$25. Travel and expedited service fees must be agreed-upon in advance and the notary must explain that they are separate from notarial act fees, and not mandated by law. Fees are prohibited in certain limited circumstances.

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Montana	Statewide, and in any bordering state that recognizes the MT notary's authority to act there (currently, WY and ND).	4 years	\$10,000 Bond	Education Required	Recordbook Required	Ink Stamp Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • take verifications upon oath or affirmation (jurats); • certify/attest copies; • witness signatures; • take depositions (<i>if the notary is knowledgeable of the applicable legal requirements; specific training required</i>); and • execute protests (<i>additional training in financial practices required</i>). 	Acknowledgment, \$5 for the first signature, \$1 for additional signatures by the same person. Oath or affirmation, \$5. Verification upon oath or affirmation (including oath) \$5. Taking a deposition, affidavit or other instrument, no maximum fee specified, \$3.50 per page. For mileage (traveling to/from location of the notarial act) notaries may charge the amount provided by law for state employees when using the same mode of travel and traveling on state business.
Nebraska	Statewide	4 years	\$15,000 Bond	Exam Required	Not Required	Ink Stamp Required	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • take depositions; • execute acknowledgments, jurats and signature witnessing for signings by mark and when the signer is physically unable to sign; • issue summons; and • execute protests. 	For taking affidavits (jurat, seal), \$2. For administering an oath or affirmation, \$2. For taking acknowledgment of deed or other instrument, \$5. For each protest: \$1, plus \$2 for recording each protest and \$2 for each notice of protest. Travel fees are allowed when serving notice of protest, at the current rate allowed for state employees.

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Nevada	Statewide	4 years	\$10,000 Bond	Education Required	Recordbook Required	Ink Stamp Required	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • execute jurats; • certify copies; and • note protests (Notaries performing this act must be employed by a depository institution and must be acting within their scope of employment.) <p><i>Nevada notaries may also perform marriage ceremonies subject to obtaining a certificate of permission from a county clerk.</i></p>	<p>For taking an acknowledgment, \$5 per signer, and for each signer’s additional signature, \$2.50. For administering a verbal oath or affirmation (no signature), \$2.50. For a certified copy, \$2.50. For jurats, \$5 per signer. For performing a marriage ceremony, \$75. Travel fees are allowed if they are agreed-upon in advance, and the notary explains that they are additional to the notarial fee, and not mandatory. Travel fees cannot exceed \$10 per hour for travel between 6am-7pm or \$25 per hour for travel between 7pm and 6am. The notary may charge a minimum 2 hours. The person must have requested that the notary travel. Travel fees and travel times must be recorded in the notary’s journal. Notaries who charge fees must post a schedule. Any fee charged must be specifically authorized in statute.</p>

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New Hampshire	Statewide	5 years	Not Required	Not Required	Not Required	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • take verifications upon oath or affirmation (jurats); • certify or attest copies; • take depositions; • witness or attest signatures; • observe safe deposit box openings; and • execute protests. 	\$10 per act performed. Depositions: \$5 or no more than \$50, as the notary sees fit. The notary is entitled to 20 cents per mile when traveling to swear in witnesses. Fees are prohibited in certain limited circumstances.
New Jersey	Statewide	5 years	Not Required	Not Required	Not Required	Not Required	<ul style="list-style-type: none"> • take acknowledgments, and proofs (limited circumstances); • administer oaths and affirmations; • execute jurats; • execute protests; and • assist in the opening of a safe deposit box. 	\$2.50 per act performed, but for transfers of real estate, the fee is \$15 per transaction (not per document) for oaths/affirmations and acknowledgments of the grantors. For financing of real estate, the fee is \$25 per transaction (not per document) for oaths/affirmations and acknowledgments of the mortgagors.

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New Mexico	Statewide	4 years	\$10,000 Bond	Not Required	Not Required	Ink Stamp or Embossing Seal Required, Paper Notarial Acts Electronic Seal Required, Electronic Notarial Acts <i>(Electronic seal contains information required in the paper-act seal; "generally corresponds to data" in the notary's paper-act seal.)</i>	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • take verifications on oath or affirmation (jurats); • witness or attest signatures; • issue protests (limited circumstances); • certify copies; and • perform other duties as provided by law. 	\$5 per paper notarial act; \$10 for electronic notarizations. For copy certifications 50 cents per page (minimum charge of \$5). A travel fee not to exceed 30 cents a mile is allowed IF the notary and signer agree on the travel fee beforehand and if the notary explains to the signer that the travel fee is separate from the fee for the notarization and not mandated by law.
New York	Statewide	4 years	Not Required	Exam Required	Not Required	Not Required	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • take affidavits and depositions; • demand acceptance or payment of foreign and inland bills of exchange, promissory notes and obligations in writing, and protest the same for non-payment. <i>(They may also witness the opening of a safe deposit box and make a certificate under seal; see New York Statutes Sec. 335.)</i>	\$2 for every act performed, except protests (75 cents each). For notice of protests, 10 cents per notice not to exceed five notices. Fees are prohibited in some limited circumstances (generally, oaths of office).

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North Carolina	Statewide	5 years	Not Required	Exam and Education Required	Not Required	Ink Stamp or Embossing Seal Required, Paper Notarial Acts Electronic Notary Seal Required, Electronic Notarial Acts. <i>(Electronic seal data contains information required in the paper-act seal; "generally corresponds to data" in the notary's paper-act seal. Physical appearance of the seal replicates the appearance of an inked seal on paper.)</i>	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; and • take verifications and proofs* <i>*oath/affirmation of a subscribing witness that he/she personally observed the document signing; or oath/affirmation of a subscribing witness that the signer acknowledged his/her signature to the witness. Subject to limitations.</i> 	Paper notarial acts: for acknowledgments, jurats, verifications or proofs, \$5 per signature. For oaths or affirmations without a signature, \$5 per person, except for an oath or affirmation administered to a credible witness. For electronic notarial acts: \$10 per signature. Notaries who charge fees must conspicuously post a fee schedule or present a fee schedule to customers (prior to notarizing); the schedule must be in English; 10-pt type size minimum. If the notary advertises his/her services in another language, the fee schedule must be in English and the other language. Travel fees are discouraged.
North Dakota	Statewide, and in any other state that recognizes the ND notary's authority to act there (currently, MT).	6 years	\$7,500 Bond	Not Required	Not Required	Ink Stamp Required	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • take verifications on oath or affirmation (jurats); • witness or attest signatures; • certify/attest copies; and • execute protests. 	The notary may charge no more than \$5 per act performed. Travel fees are allowed if they are agreed-upon in advance and if the notary explains that the travel fee is separate from the notarial act fee, and is neither mandated by or specified in law.

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Ohio	Statewide	5 years(<i>Attorney notaries - term lasts as long as attorney is a resident of OH or maintains a principle place of business or primary practice in OH; and is in good standing with the OH Supreme Court.</i>)	Not Required	Not Required	Not Required <i>(Unless notary executes protests, which must be recorded in an official register.)</i>	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • take affidavits; • take depositions; and • execute protests. 	For taking an acknowledgment, \$2. For taking and certifying an affidavit, \$1.50. For administering oaths/affirmations and taking depositions, \$2. For executing a protest, \$1. For recording an instrument required to be recorded by a notary public, 10 cents for each one hundred words.
Oklahoma	Statewide	4 years	\$1,000 Bond	Not Required	Not Required <i>(Exceptions: records of all absentee ballots notarized must be kept for at least two years after the election date; records of all protests noted for banks must be kept.)</i>	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • take verifications upon oath or affirmation; • certify/attest copies; • witness or attest signatures; and • execute protests. 	\$5 per notarial act. Fees are prohibited in certain limited circumstances.

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Oregon	Statewide	4 years	Not Required	Exam and Education Required	Recordbook Required	<p>"Official Stamp" Required, Paper and Electronic Notarial Acts.</p> <p>Paper Acts - Ink-Stamp Device (Embossing seal allowed only in conjunction with ink stamp.)</p> <p>Electronic Notarial Acts - Same information elements as required for paper-act stamp, except that image of state seal and words "Official Stamp" are not required.</p>	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • witness or attest signatures; • take verifications upon oath or affirmation; and • certify/attest copies. <p>>ONLY notaries described in ORS 194.070 are also authorized to protest negotiable instruments (commercial paper). (ONLY notaries who are officers or employees of a financial institution, trust company or investment company, or serving under the direct supervision of such an officer or employee; OR an active member of the Oregon State Bar, or serving under the direct supervision of an active member of the Oregon State Bar.)</p> <p>>Certified copies - notary must be presented with original document only if the notarial certificate states that the document is original, otherwise certified copies of photocopies are allowed.</p>	\$10 per act performed. If charging a fee the notary must conspicuously post a fee schedule in English, or present customers with the fee schedule prior to notarizing. If advertising in another language, the ad(s) must include the fee schedule in both English and the other language. Travel fees are allowed if they are agreed-upon in advance and the notary explains that the travel fee is in addition to notarial act fees, and not required by law.

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Pennsylvania	Statewide	4 years	\$10,000 Bond	Education Required	Recordbook Required	Ink Stamp Required, Paper Notarial Acts <i>(Embosser allowed only in conjunction with ink stamp. For electronic acts, notary's electronic signature must include notary's name as commissioned, "Notary Public," notary's municipality and county, and commission expiration date. Graphic representation of the paper-act seal is not required.)</i>	<ul style="list-style-type: none"> • take acknowledgments and proofs; • take affidavits and verifications; • administer oaths and affirmations; • take depositions; • certify copies; and • execute protests. 	Acknowledgments, \$5; each additional name, \$2. Oaths/affirmations, \$5 per individual. Verifications, \$5. Certificate for a certified copy, \$5. Affidavits, no matter how many signatures, \$5. Depositions, \$3 per page. Protests, \$3 per page. Fee schedule must be conspicuously posted, or provided upon request. Clerical and travel fees are allowed, if they are agreed-upon in advance.
Rhode Island	Statewide	4 years	Not Required	Not Required	Not Required	Not Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • execute jurats; • witness signatures; • certify copies; • execute protests; and • issue subpoenas to witnesses. 	Acknowledgments, \$1. Affidavits, 25 cents. Noting a marine protest, \$1. Drawing and extending a marine protest and recording it, \$1.50. Protests involving amounts of \$500 or more, \$1. Protests involving amounts of less than \$500, 50 cents. Noting the non-acceptance or nonpayment of a bill of exchange, order or draft, or the nonpayment of a promissory note or check, 75 cents. Notice of non-acceptance or non-payment, 25 cents for each notice given to liable parties. The entire cost of protest, including necessary notices and the record, cannot exceed \$2. The entire cost of noting, including notices, cannot exceed \$1.25. A travel fee of 10 cents per mile is allowed.

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South Carolina	Statewide	10 years	Not Required	Not Required	Not Required	Ink Stamp or Embossing Seal Required <i>(SC statutes state that the absence of the seal of office or commission expiration date on a notarial certificate does not render the notarization invalid IF the notary's official title is "affixed"—written, stamped, preprinted, etc.— below his/her signature on the notarial certificate.)</i>	Authorized duties - <ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • Execute attestations and jurats; • Execute signature witnessings • Execute verifications of fact (proof) Any other acts authorized by law such as <ul style="list-style-type: none"> • Solemnize marriages • Execute protests 	<ul style="list-style-type: none"> • For an acknowledgment, \$5 per signature; • For an oath or affirmation without signature, \$5 per person; • For a jurat, \$5 per signature; • For a signature witnessing, \$5 per signature; • For a verification of fact, \$5 per certificate. Notaries who charge fees for their services must conspicuously display a fee schedule in their place of business, and present a fee schedule to each principal when notarizing outside of their place of business; the fee schedule must be in English. Notaries may charge a fee for traveling to perform a notarial act if the notary and the customer agree upon the fee in advance of travel, and the notary explains that the travel fee is separate from the fee for notarial services and is neither specified nor mandated by law.
South Dakota	Statewide	6 years	\$5,000 Bond	Not Required	Not Required	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; and • execute jurats. 	\$10 per notarial act. Fees are prohibited in certain limited circumstances.

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Tennessee	Statewide	4 years	\$10,000 Bond	Not Required	Not Required <i>(If a Tennessee notary OR the notary's employer chooses to charge a fee the notary must keep records in a well bound book or in an "appropriate" electronic form.)</i>	Ink Stamp Required	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • take affidavits; and • take depositions. 	No statutory fee schedule; notaries may charge "reasonable fees and compensation" for their services.
Texas	Statewide	4 years	\$10,000 Bond	Not Required	Recordbook Required	Ink Stamp or Embossing Seal Required, Paper Notarial Acts <i>(An electronically transmitted authenticated document must legibly reproduce the required elements of the seal.)</i>	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • make certified copies; • take depositions; and • execute protests. 	Acknowledgment or proof, \$6 for the first signature and \$1 for each additional signature. Oath or affirmation, including certificate and seal, \$6. Protesting a bill or note for nonpayment, \$4; for each notice of protest, \$1. Taking the deposition of a witness, 50 cents for each 100 words. For swearing in a deponent and all other business connected with such deposition, \$6. For any other notarial act, a fee of \$6. For producing copies of official notarial records, 50 cents per page. Schedule of fees must be conspicuously posted. Notary must be "prepared" to itemize fees for the customer. Fee book required (satisfied by use of a journal).

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U.S. Virgin Islands	Islands and waters of USVI.	4 years <i>(Term of government employee notary under special appointment is "at the pleasure of the Lieutenant Governor.")</i>	\$5,000 Bond <i>(Specially appointed government employee notaries are exempt.)</i>	Not Required	Recordbook Required	Embossing Seal Required <i>(Ink stamp allowed only in conjunction with embossing seal.)</i>	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; and • perform such other acts as may be authorized by law. <i>>Specially appointed government employee notaries may act only on matters of official government business of the USVI or US; no fees may be charged. Four specially appointed government notaries or the island of St. John and two each for the areas of Cruz Bay and Coral Bay are exempt from these limitations.</i>	\$5 per notarial act.
Utah	Statewide	4 years <i>(Term of notaries employed by a UT state office or agency is cancelled if/when employment ceases.)</i>	\$5,000 Bond <i>(Notaries employed by a state office or agency are bonded through the UT Office of Risk Management.)</i>	Exam Required	Not Required	Ink Stamp Required <i>(Embossing seal allowed only in conjunction with ink stamp; embossment must NOT be inked.)</i>	<ul style="list-style-type: none"> • take acknowledgments and proofs; • copy certifications; • execute jurats; • oaths or affirmations. 	A maximum fee of \$5 per signature for an acknowledgment, proof or jurat. \$5 per person for a (verbal) oath or affirmation. \$5 per page for a certified copy. Travel fees are allowed but must not exceed the approved federal mileage rate. Fees must be agreed upon in advance and the notary must explain that they are separate from the fee for notarization, and not mandatory. Fee schedule (in English) must be conspicuously posted; non-English fee schedule is allowed.

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Vermont	Statewide, and outside of the state ONLY for acknowledgment of deeds, other conveyances and powers of attorney related to a conveyance, and only if the document(s) will return to Vermont for recording.	4 years <i>(All VT notary commissions expire on February 10. Commission terms may be shorter than 4 years depending on the date of commission inception.)</i>	Not Required	Not Required	Not Required	Not Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • certify copies; • take affidavits and depositions; and • execute protests. 	Each certificate under seal, 50 cents. Each protest under seal; \$2. (Ex officio notaries may not charge fees for notarial services.)
Virginia	Traditional and Electronic Notaries: Statewide and anywhere outside of Virginia (for documents intended to be used--not necessarily recorded--in the Commonwealth or by the U.S. Government).	4 years <i>(Electronic notary's commission expires on the same date as the notary's traditional commission, and must be renewed at the same time as the traditional commission.)</i>	Not Required	Not Required	Paper Notarial Acts - Not Required; Electronic Notarial Acts - Electronic Record Required	Ink Stamp or Embossing Seal Required, Paper Notarial Acts <i>(Electronic signature/seal includes image or text with specified information elements that correspond to those in the paper-act seal.)</i>	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • certify affidavits or depositions; • certify copies; • perform verifications of fact. 	\$5 per paper notarial act. For electronic notarial acts, \$25. Travel fees are allowed if agreed-upon in advance of notarization. Fees are prohibited in some limited circumstances.

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Washington	Statewide	4 years	\$10,000 Bond	Not Required	Not Required	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • take verifications upon oath or affirmation; • certify/attest copies; • witness or attest signatures; • certify the occurrence of an event or that an act has been performed; and • execute protests. 	Witnessing or attesting a signature, \$10 per signature. Acknowledgments or verifications upon oath or affirmation, \$10 per signature. Certifying or attesting a copy, \$10 per copy. Receiving or noting a protest of a negotiable instrument, \$10. Being present at demand, tender or deposit, and noting same, \$10. Verbal oath or affirmation, \$10 per person. Certifying that an event has occurred or an act has been performed, \$10. Travel fees are allowed if agreed-upon in advance and if the notary explains that travel fees are additional and not mandatory. Schedule of fees, in English, must be conspicuously posted or presented to the customer prior to notarization; 10-point type size minimum.

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West Virginia	Statewide	5 years	\$1000 bond required, or functional equivalent in the amount of \$1000; or certification that the applicant is covered under a: (A) Professional liability insurance policy; (B) an errors and omission insurance policy; (C) a commercial general liability insurance policy; or (D) their equivalent, in the amount of \$1,000.	Not Required	Not Required	Ink Stamp or Embossing Seal Required, Paper Notarial Acts; Electronic Notary Seal Required, Electronic Notarial Acts	<ul style="list-style-type: none"> • take acknowledgments and proofs; • administer oaths and affirmations; • verifications on oath or affirmation; • witness or attest signatures; • certify copies; and • note protests <p>> Notary must receive a signed written request stating (1) certified copy of the document cannot be obtained from the office of any recorder of public documents in this state; (2) the production of a facsimile, preparation of a copy or certification of a copy of the document does not violate any state or federal law. Notary must retain one of the facsimile copies as a notarial record.</p>	<p>Maximum fees:</p> <p>(a) For notarization of each signature and the proper recordation thereof in the journal of notarial acts, \$5.00 for each signature notarized.</p> <p>(b) For certification of a facsimile of a document, retaining a facsimile in the notary’s file, and the proper recordation thereof in the journal of notarial acts, \$5.00 for each eight and one-half by eleven inch page retained in the notary’s file.</p> <p>(c) \$5.00 for any other notarial act performed.</p>

State Notary Requirements – QUICK REFERENCE | NPA Section, National Association of Secretaries of State | Rev. July 2015

- This chart serves as a quick reference to each state’s primary notary requirements. Additional details are found in statutes, administrative rules and the commissioning authorities’ notary guidelines.
- This information is subject to change without notice. The user is solely responsible for verifying applicable regulations.
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CONTINUED... STATE	JURISDICTION	TERM OF OFFICE	BOND	EDUCATION, EXAM	RECORDBOOK	STAMP/SEAL	Authorized Duties	Max Fees
Wisconsin	Statewide	4 years(<i>Wisconsin attorneys may qualify for a "permanent" commission, valid for as long as the attorney remains a U.S. resident licensed to practice law in WI. Once reinstated after a law license suspension or revocation, an attorney may only obtain a 4-year notary commission.</i>)	\$500 Bond (<i>Permanent-commission attorney notaries are exempt.</i>)	Not Required	Not Required	Ink Stamp or Embossing Seal Required <i>(Notary may utilize both an ink stamp and an embossing seal if both device imprints are on file with the Department, and the notary's name appears exactly the same on both.)</i>	<ul style="list-style-type: none"> • take acknowledgments; • administer oaths and affirmations; • take verifications upon oath or affirmation; • take depositions; • certify/attest copies; • witness or attest signatures; and • execute protests. 	\$5 per notarial act, except for copying a folio relating to drawing any affidavit, or other paper or proceeding--12 cents per folio. Fees are prohibited in certain limited circumstances.
Wyoming	Statewide, and in any bordering state that recognizes the WY notary's authority to act there (currently, MT).	4 years	\$500 Bond	Not Required	Not Required	Ink Stamp or Embossing Seal Required	<ul style="list-style-type: none"> • taking an acknowledgment; • administering an oath or affirmation; • taking a verification upon oath or affirmation; • witnessing or attesting a signature; • certifying or attesting a copy; • noting a protest of a negotiable instrument; and • performing a jurat. 	\$5 per notarial act performed. Travel fees are allowed if agreed-upon in advance and if the notary explains that travel fees are separate from the fee for notarization, and not mandated by law.