

# Vermont Notaries Public

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A Brief Overview and Recommendation for Action

2/11/2015

**VERMONT NOTARIES PUBLIC**

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## **1 NOTARIAL ACTS AND THE ROLE OF NOTARIAL OFFICERS**

Notarial acts are official acts of certification, attestation or administration – with respect to paper or electronic records – authorized by law to be performed by a notarial officer. Examples of notarial acts include taking an acknowledgment, administering an oath or affirmation, taking a verification of oath or affirmation, witnessing or attesting a signature, certifying or attesting a copy, and noting a protest of a negotiable instrument.

Notarial officers include notaries public and individuals whose notarial authority is derived from occupying an office or performing a function governed by statute or administrative rule. Notaries public are individuals appointed or commissioned to perform notarial acts within their respective jurisdictions, whereas the latter, sometimes referred to as “ex officio notaries,” have notarial powers by virtue of an office they hold.

## **2 NOTARY STANDARDS, MODEL ACTS AND UNIFORM LAWS**

### ***2.1 Model Notary Act and Notary Public Code of Professional Responsibility***

The original *Uniform Notary Act* was published in 1973 by the National Notary Association (NNA) in collaboration with Yale Law School. Renamed the *Model Notary Act*, this model act was revised and expanded in 1984, 2002 and 2010. Over the past forty years, several state legislatures have adopted sections or all of the Act. The current version of the [Model Notary Act](#) contains provisions for both paper-based and electronic notarization.

For more than a decade, NNA has also been advocating for states to adopt professional conduct standards for notaries public. In NNA’s words, most state statutes are “scant and inadequate.” To support this effort, NNA published [The Notary Public Code of Professional Responsibility](#) in 2009. This code complements the American Society of Notaries’ (ASN) standards of conduct, which were adopted by ASN in 1980.

### ***2.2 Revised Uniform Law on Notarial Acts***

In 1982, the Uniform Law Commission promulgated the *Uniform Law on Notarial Acts* (ULONA) to provide a consistent framework for notarial officers and notarial acts among the states and territories. ULONA effectively replaced the *Uniform Recognition of Acknowledgement Act* and all previous uniform laws relating to acknowledgements dating back to 1892. The [Revised Uniform Law on Notarial Acts](#) (RULONA) was approved and recommended for enactment in all states by the National Conference of Commissioners on Uniform State Laws in 2010.

RULONA has support from NNA, ASN, and the Property Records Industry Association (PRIA). Comprised of government and industry partners and advocates for national standards and best practices for land records, PRIA adopted [\*Notary Best Practices for Recordable Documents\*](#) in 2012. In this document, which was drafted following a review of notary acknowledgement expectations for each state and territory, PRIA strongly encourages statutory support of notarial principles and practices, specifically those outlined in RULONA, to ensure the integrity of the real property conveyance process.

RULONA also provides a framework for notary commissioning officers or agencies. See *Appendix A* for a complete list, by section, of the responsibilities and duties of commissioning officers or agencies.

### **2.3 1961 Hague Convention**

Heightened awareness of the need for evidence of authenticity of notarial acts has been steadily increasing, particularly in the area of international transactions requiring the recognition of notarial acts being performed in foreign countries. In October 1981, the United States became a member of the [\*Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents\*](#), which is commonly referred to as the 1961 Hague Convention. For non-members countries, documents must be authenticated in accordance of the requirements of the designation country.

The *1961 Hague Convention Treaty* abolished the requirement of legalization for foreign public documents and provides for the simplified certification of public documents to be used in countries that have joined the Convention. Public documents are defined in Article 1 of the *1961 Hague Convention Treaty* as: documents issued by a court or tribunal; administrative documents such as civil registry records or office of vital records regarding birth, death, marriage, etc.; notarial acts (notarized documents); and official certificates which are placed on documents signed by persons in their private capacity, such as official certificates recording the registration of a document or the fact that it was in existence on a certain date and official and notarial authentications of signatures.

### **2.4 Apostilles and Notarized Documents**

Within the United States, most Secretaries of State are designated as the competent authority to issue “apostille” certifications on public, including notarized, documents originating from their respective states. The processes and requirements for issuing apostilles are set forth in the *1961 Hague Convention Treaty*. In total, there are ten (10) standard elements to which Secretaries of State and other designated authorities must attest to and certify when affixing an apostille to a public document.

RULONA includes provisions for notarial acts under Federal authority (Section 13) and foreign notarial acts (Section 14) and the *Model Notary Act* does as well (Chapter 10 – Evidence of Authenticity of Notarial Acts). Relative to standards, the Notary Public Administrators (NPA) Section of the National Association of Secretaries of State released [\*NPA Section Apostille Issuance Guidelines, V. 1\*](#) in July 2013. The Guidelines outline more than sixty (60) “scenarios” of documents for which apostilles may be requested and provide advice on whether or not an apostille should be issued. The majority of the “scenarios” consist of notarized documents and whether or not the notarial officer adhered to state laws and notary standards.

### **3 VERMONT NOTARIES PUBLIC**

#### ***3.1 Vermont Notaries Public***

In the State of Vermont, assistant judges may appoint as many notaries public “as the public good requires” to perform notarial acts throughout the state. In addition, the clerk of the Supreme Court, county clerks, superior clerks, deputy superior court clerk, justices of the peace, and town clerks and their assistants are “ex officio notaries public” (24 V.S.A. § 441<sup>1</sup>). Pursuant to 32 V.S.A. § 1403<sup>2</sup>, a “county clerk shall, upon application, issue to a town clerk, a State Police officer, a municipal police officer, a fish and game warden, a sheriff or deputy sheriff, and a motor vehicle inspector certification of notary public” for providing notary public services.

Ex officio notaries public serve until they vacate the office to which their status as a notary public depends. All other Vermont notaries public take office on the day their certificate of appointment is recorded in the office of the County Clerk and serve until ten days after the term of the appointing judge expires, which is every four years. All appointed Vermont public notaries will automatically be removed from office on February 10, 2015.

#### ***3.2 Origin of Law***

Vermont’s notary laws have remained virtually unchanged since first adopted in the late 1700s. Current statutes (see *Appendix B*) originate from the same 1797 law (page 387, § 1) which required “clerks of the supreme court of judicature” and county clerks to serve as notaries public within their respective counties and file their oaths with the Office of the Secretary of State. On a monthly basis, the Secretary of State was required to provide

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<sup>1</sup> This statute has not been updated to reflect the consolidation and restructuring of the Vermont court system, specifically the separation of County government from the former Superior and County courts.

<sup>2</sup> This statute is inconsistent with notary statutes in Title 24, Chapter 5 (County Officers; Powers and Duties)

updated lists of judges and other elected and appointed officials to the county court and county clerks (notaries public) acting their counties.

With the exception of the removal of “master in chancery” and the addition of “[u]pon request, the secretary [of state] may certify the appointment, qualification, and signature of a notary public on tender of his or her legal fees” (Act No. 69 of 1949), 24 V.S.A. § 183 is nearly the same as it appeared in the 1947 Laws of Vermont. There are no statutory requirements related to evidence of authenticity of notarial acts, notarial acts under Federal authority or foreign notarial acts.

Notary public statutes are mainly in Chapter 5 of Title 24 and Chapter 17, Subchapter 2, of Title 32. The adoption of rules pursuant to Chapter 25 of Title 3 (Administrative Procedure Act) is not applicable as the statutory authority for appointing notaries public resides at the county level.

### ***3.3 Vermont Notary Public Handbook and Training for Notaries Public***

The Vermont Office of the Secretary of State’s *Notary Guide* was first published during the administration of James A. Guest (1977-1981). Training for notaries public by the Vermont Office of the Secretary of State was also initiated during Guest’s administration. The current *Guide* was last edited by former Deputy Secretary of State Paul Gillies (1980-1993) with subsequent minor edits by the current staff of the Vermont State Archives and Records Administration, a division within the Vermont Office of the Secretary of State.

A similar resource, *Vermont Public Notary Handbook: A Guide for Vermont Notaries, Commissioners, & Justices of the Peace*, was published by Alfred Piombino in 1996. The Vermont edition was similar to Piombino’s handbook for New York notaries, which was published in 1988 and very well received. The publication includes a forward written by then Secretary of State James Milne (1995-1999), who also contracted with Piombino to expand on the training being offered to notaries public by the Vermont Office of the Secretary of State.

Several recommendations offered in the *Guide, Handbook* and trainings align with best practices and standards for notaries public, including those specified earlier versions of *Model Notary Act* and *Uniform Law on Notarial Acts*, but have no statutory basis. As a result, Vermont notaries public are not obligated to comply.

## **4 RECOMMENDATION FOR ACTION**

For nearly four (4) decades, the Vermont Office of the Secretary of State has attempted, with neither the authority nor the responsibility, to ensure that Vermont notaries public

## VERMONT OFFICE OF THE SECRETARY OF STATE

are aware that every notarial act performed in this state affects the legal rights of others. It is clear, however, Vermont is one of the states with “scant and inadequate” notary laws, thus placing at risk the very citizens whose rights we are actively trying to protect. The bifurcated system of having fourteen commissioning officers and fifteen recording offices, but no regulating authority, is also inefficient and ineffective (see Vermont Notary Appointment System chart in *Appendix C*).

For these reasons, it is the recommendation of the Vermont Office of the Secretary of State that the Vermont General Assembly take action to modernize and clarify the laws concerning notaries public, their responsibilities and duties by (1) adopting sections or all of the Revised Uniform Model Law on Notarial Acts (RULONA), including provisions for the regulation of notarial officers, and (2) establishing the Vermont Office of the Secretary of State, Office of Professional Regulation (OPR) as the commissioning agency.

The Office of Professional Regulation, as the name suggests, specializes in the regulation of professions. While the scope of the professional services may be small, notarial acts are critically important to preserving the integrity of our records, transactions and economy across state and international lines. Without standards or enforcement, the public is at risk from this existing and largely unregulated “mini-profession.”

OPR has the existing infrastructure and the regulatory expertise to appropriately regulate the profession by providing efficient online services to the profession and to the public. OPR has the enforcement staff to pursue disciplinary actions as necessary and can respond to complaints from the public. As stated above, the existing “commissioning” system is antiquated, inefficient, impotent, and largely misunderstood.

In summary, there are several important reasons to update the regulation of notaries in Vermont and bring them fully within the Secretary of State’s Office, under the umbrella of OPR, and into the 21<sup>st</sup> century. To name a few:

- To provide standards for notarial acts and notaries which are protective of the public and preserve the integrity and reliability of notarized transactions;
- To create a more stable and streamlined system of regulation to serve this public protection purpose in an efficient and effective way; and
- To ensure that Vermont standards are current and compatible with other states and will not impede interstate transactions or commerce.

## 5 REFERENCES

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## **APPENDIX A: REVISED UNIFORM LAW ON NOTARIAL ACTS (RULONA)**

### ***Roles and Responsibilities of the Commissioning Officer or Agency***

RULONA outlines specific roles and responsibilities of the Commissioning Officer or Agency. They are as follows:

#### **Section 15. Certificate of Notarial Act**

A notarial act must be evidenced by a certificate that in addition to other requirements must “be signed in the same manner as on file with the [commissioning officer or agency]. Further, “if the [commissioning officer or agency] has established standards pursuant to Section 27 for attaching, affixing, or logically associating the certificate, the process must conform to the standards. “

#### **Section 17. Official Stamp**

In addition to other requirements, the official stamp of the notary public must include “other information required by the [commissioning officer or agency].”

#### **Section 18. Stamping Device**

In general, the notary’s stamping device is required to be unusable upon resignation or revocation of a notary’s commission. Further, if the device is lost or stolen, “the notary public or the notary public’s personal representative or guardian shall notify promptly the commissioning officer or agency on discovering that the device is lost or stolen.”

#### **Section 19. Journal**

Notaries public shall maintain a journal chronicling their notarial acts and shall retain such journal for 10 years after the performance of the last act documented in the journal. If the “journal is maintained in an electronic format, it must be in a permanent, tamper-evident electronic format complying with the rules of the [commissioning officer or agency].”

If the journal is lost or stolen, “the notary public promptly shall notify the [commissioning officer or agency] on discovering that the journal is lost or stolen.” If the notary resigns or has his or her commission revoked “the notary public shall retain the notary public’s journal in accordance with subsection (a) and inform the [commissioning officer or agency] where the journal is located” or “transmit the journal to the [commissioning officer or

agency] [the official archivist of this state<sup>3</sup>] or a repository approved by the [commissioning officer or agency].”

In the event the notary dies or is declared incompetent, “the notary public’s personal representative or guardian or any other person knowingly in possession of the journal shall transmit it to the [commissioning officer or agency] [the official archivist of this state] or a repository approved by the [commissioning officer or agency].”

### **Section 20. Notification Regarding Performance of Notarial Act on Electronic Record; Selection of Technology**

“Before a notary public performs the notary public’s initial notarial act with respect to an electronic record, a notary public shall notify the [commissioning officer or agency] that the notary public will be performing notarial acts with respect to electronic records and identify the technology the notary public intends to use. If the [commissioning officer or agency] has established standards for approval of technology pursuant to Section 27, the technology must conform to the standards. If the technology conforms to the standards, the [commissioning officer or agency] shall approve the use of the technology.”

### **Section 21. Commission as Notary Public; Qualifications; No Immunity or Benefits**

This section sets for minimum requirements to apply as a notary public stating that only individuals who qualify “may apply to the [commissioning officer or agency] for a commission as a notary public. “ In addition, applicants “shall comply with and provide the information required by rules established by the [commissioning officer or agency] and pay any application fee.”

Before the issuance of a commission as a notary public, an applicant must “execute an oath of office and submit it to the [commissioning officer or agency].” In addition, either before, but not more than thirty (30) days after, an issuance of a commission as notary public, the applicant or notary public shall “submit to the [commissioning officer or agency] an assurance in the form of a surety bond or its functional equivalent in the amount of \$[\_\_\_\_].” The assurance must be on a “form prescribed by the [commissioning officer or agency].”

After meeting these requirements, “the [commissioning officer or agency] shall issue a commission as a notary public to an applicant [for a term of [ ] years].”

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<sup>3</sup> Notary journals do not meet the criteria of an archival public record in the State of Vermont and therefore could not be transferred to the Vermont State Archives.

The “surety or issuing entity shall give [30]-days notice to the [commissioning officer or agency] before canceling the assurance. The surety or issuing entity shall notify the [commissioning officer or agency] not later than [30] days after making a payment to a claimant under the assurance. A notary public may perform notarial acts in this state only during the period that a valid assurance is on file with the [commissioning officer or agency].

### **Section 22. Examination of Notary Public**

An applicant must pass an examination administered by the “[commissioning officer or agency] or an entity approved by the [commissioning officer or agency]” In addition, the “[commissioning officer or agency] or an entity approved by the [commissioning officer or agency] shall offer regularly a course of study to applicants who do not hold commissions as notaries public in this state. The course must cover the laws, rules, procedures, and ethics relevant to notarial acts.]”

### **Section 23. Grounds to deny, refuse to renew, revoke, suspend, or condition commission of notary public.**

Several situations in which the “[commissioning officer or agency] may deny, refuse to renew, revoke, suspend, or impose a condition on a commission as notary public for any act or omission that demonstrates the individual lacks the honesty, integrity, competence, or reliability to act as a notary public,” including:

- false and deceitful misstatement or omissions in “the application for a commission as a notary public submitted to the [commissioning officer or agency];
- failure to carry out the duties of notary public in accordance with “rules of the [commissioning officer or agency];” or
- violation of a “rule of the [commissioning officer or agency] regarding a notary public.

If the “[commissioning officer or agency] denies, refuses to renew, revokes, suspends, or imposes conditions on a commission as a notary public, the applicant or notary public is entitled to timely notice and hearing in accordance with [this state’s administrative procedure act],” but the “authority of the [commissioning officer or agency]” does not prevent an individual from “seeking and obtaining other criminal or civil remedies provided by law.”

### **Section 24. Database of Notaries Public**

“The [commissioning officer or agency] shall maintain an electronic database of notaries public” that can be used to “verify the authority of a notary public to perform notarial acts” and whether or not a notary public has “notified the [commissioning officer or agency] that the notary public will be performing notarial acts on electronic records.”

### **Section 25. Prohibited Acts**

If the notary public is not “an attorney licensed to practice law in this state,” he or she must state in any advertisement or representation of his or her notarial services the following (unless there is “an alternate statement authorized or required by the [commissioning officer or agency]:” *“I am not an attorney licensed to practice law in this state. I am not allowed to draft legal records, give advice on legal matters, including immigration, or charge a fee for those activities.”*

### **Section 27. Rules**

The “[commissioning officer or agency] may adopt rules to implement this [act.]” If rules are “adopted regarding the performance of notarial acts with respect to electronic records, the [commissioning officer or agency] may “not require, or accord greater legal status or effect to, the implementation or application of a specific technology or technical specification.”

Rules may include the manner in which notarial acts shall be performed; verifying the authenticity of a notarial certificate; integrity “in the creation, transmittal, storage, or authentication of electronic records or signatures;” the commissioning process, including processes for approving and accepting surety bonds; assuring the “trustworthiness” of a notary public; and provisions to prevent fraud or mistakes by notaries public.

**APPENDIX B: VERMONT STATUTES ANNOTATED**

***Title 24, Chapter 5 (County Officers; Powers and Duties)***

**§ 183. Certificate of appointment of notary public**

Immediately after the appointment of a notary public, the county clerk shall send to the secretary of state a certificate of such appointment, on blanks furnished by the secretary, containing the name, signature, and legal residence of the appointee, and the term of office of each notary public. The secretary shall cause such certificates to be bound in suitable volumes and to be indexed. Upon request, the secretary may certify the appointment, qualification, and signature of a notary public on tender of his or her legal fees. (Amended 2009, No. 154 (Adj. Sess.), § 173.)<sup>4</sup>

**§ 441. Appointment; jurisdiction; ex officio notaries; application**

(a) The assistant judges may appoint as many notaries public for the county as the public good requires. Notaries public so appointed shall hold office until ten days after the expiration of the term of office of such judges, and their jurisdiction shall extend throughout the state.

(b) The clerk of the supreme court, county clerks, superior court clerks, deputy superior court clerks, justices of the peace, and town clerks and their assistants shall be ex officio notaries public.

(c) Every applicant for appointment and commission as a notary public shall complete an application to be filed with the county clerk stating that the applicant is a resident of the county and has reached the age of majority, giving his or her business or home address and providing a handwritten specimen of the applicant's official signature.

(d) An ex officio notary public shall cease to be a notary public when he or she vacates the office on which his or her status as a notary public depends. (Amended 1973, No. 106, § 8, eff. 30 days from April 25, 1973; 1973, No. 193 (Adj. Sess.), § 3, eff. April 9, 1974; 1983, No. 194 (Adj. Sess.), § 1; 1995, No. 181 (Adj. Sess.), § 14a; 2009, No. 154 (Adj. Sess.), § 179.)

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<sup>4</sup> This requirement coincides with other laws related to the filing of appointments and oaths with the Secretary of State. The Secretary of State's Office currently provides an up-to-date registry of Vermont notaries public on its website and authenticates the signatures of Vermont notaries on notarized documents presented for legal use in a foreign country (not addressed in Vermont statute).

**§ 441a. Nonresident notary public**

A nonresident may be appointed as a notary public, provided the individual resides in a state adjoining this state and maintains, or is regularly employed in, a place of business in this state. Before a nonresident may be appointed as a notary public, the individual shall file with the assistant judges in the county where the individual's place of employment is located an application setting forth the individual's residence and the place of employment in this state. A nonresident notary public shall notify the assistant judges, in writing, of any change of residence or of place of employment in this state. (Added 1989, No. 37, eff. May 4, 1989; amended 2009, No. 154 (Adj. Sess.), § 180.)

**§ 442. Oath; certificate of appointment recorded; form**

(a) A person appointed as notary public shall cause the certificate of his or her appointment to be filed and recorded in the office of the county clerk where issued. Before entering upon the duties of office, he or she, as well as an ex officio notary, shall take the oath prescribed by the constitution, and shall duly subscribe the same with his or her correct signature, which oath thus subscribed shall be kept on file by the county clerk as a part of the records of such county.

(b) The certificate of appointment shall be substantially in the following form:

STATE OF VERMONT, ss. \_\_\_\_\_ County } This is to certify that A.B. of  
\_\_\_\_\_ in such county, was, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, appointed  
by the assistant judges for such county a notary public for the term ending on February 10,  
20 \_\_\_\_\_. \_\_\_\_\_ Assistant Judges

And at \_\_\_\_\_ in such county, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_  
personally appeared A.B. \_\_\_\_\_ and took oath of office prescribed in the  
constitution. Before me, C. D. (Designation of the officer administering the oath).

(Amended 1973, No. 193 (Adj. Sess.), § 3, eff. April 9, 1974; 2009, No. 154 (Adj. Sess.), § 181.)

**§ 443. Preservation of oaths**

The county clerk at the end of each four-year period shall cause the oaths aforesaid to be bound into book form, which book shall then constitute the final record thereof and shall be duly attested by the clerk as such. (Amended 1989, No. 200 (Adj. Sess.), § 5.)

**§ 445. Powers**

Every notary public is empowered to take acknowledgements, administer oaths and affirmations, certify that a copy of a document is a true copy of another document, and perform any other act permitted by law. (Added 1983, No. 194 (Adj. Sess.), § 3.)

**§ 446. Liabilities**

A notary public shall be liable to the persons involved for all damages caused by the notary's official misconduct. (Added 1983, No. 194 (Adj. Sess.), § 4.)

***Title 32, Chapter 17, Subchapter 2 (State Fees in Judicial Proceedings)***

**§ 1403. Justices to make rules for fees**

(a) The justices of the supreme court, under their general rulemaking power, shall establish uniform rules to govern the allowance of fees not specified by law for services and expenses in the courts of the state. The court administrator shall recommend to the justices such alterations in the rules as he or she finds necessary. The court administrator shall endeavor to secure uniform allowances in the several counties and to correct deviations from the prescribed rules.

(b) A county clerk shall, upon application, issue to a town clerk, a state police officer, a municipal police officer, a fish and game warden, a sheriff or deputy sheriff, and a motor vehicle inspector certification of notary public without charge or fee. A town clerk, state police officer, municipal police officer, fish and game warden, sheriff or deputy sheriff, or motor vehicle inspector shall provide notary public services without charge or fee. (Amended 1959, No. 328 (Adj. Sess.), § 8; 1969, No. 222 (Adj. Sess.), § 1; 1971, No. 185 (Adj. Sess.), § 216, eff. March 29, 1972; 1975, No. 118, § 98; 1987, No. 1, § 3, eff. Jan. 30, 1987; 1991, No. 257 (Adj. Sess.), § 7.)

**§ 1436. Fee for certification of appointment as notary public**

For the issuance of a certificate of appointment as a notary public, the county clerk shall collect a fee of \$30.00, of which \$15.00 shall accrue to the state and \$15.00 shall accrue to the county. (Added 1987, No. 1, § 1, eff. Feb. 1, 1987; amended 1995, No. 181 (Adj. Sess.), § 13; 1997, No. 121 (Adj. Sess.), § 23; 2009, No. 154 (Adj. Sess.), § 205.)

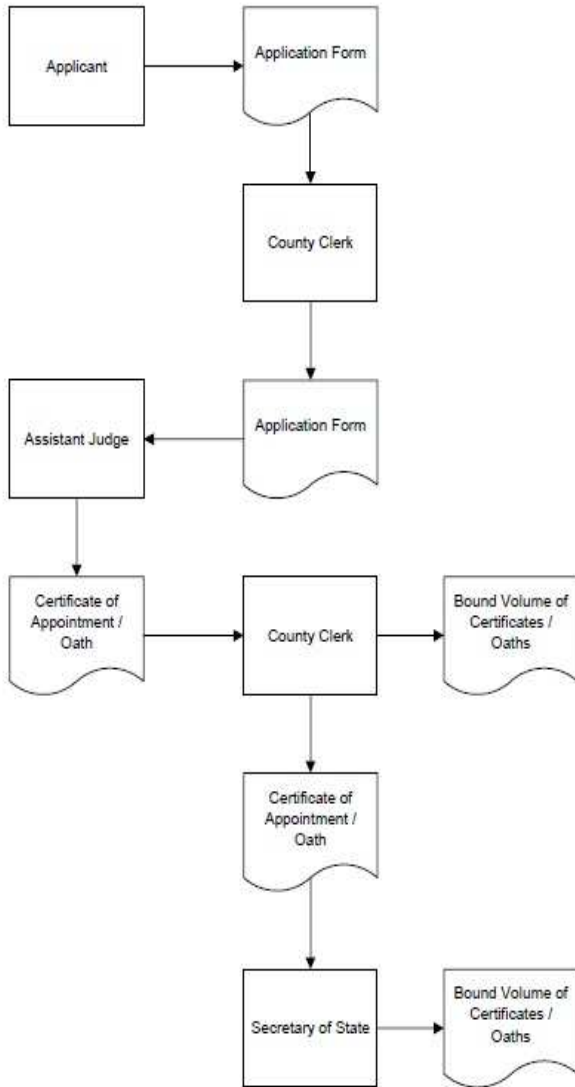
**APPENDIX C: VERMONT NOTARY APPOINTMENT SYSTEM**

The chart below shows the current relationship between the applicant and the county clerks and assistant judges and the relationship between the county clerks and assistant judges and the Secretary of State.



VERMONT OFFICE OF THE SECRETARY OF STATE

Vermont Notaries Public: Application and Statutes



The Assistant Judges shall be elected by the voters of their respective districts as established by law. Their judicial functions shall be established by law. Their term of office shall be four years and shall commence on the first day of February next after their election. (Vt Con. 1793, ch. 2, § 43)

- (a) The assistant judges may appoint as many notaries public for the county as the public good requires. Notaries public so appointed shall hold office until ten days after the expiration of the term of office of such judges, and their jurisdiction shall extend throughout the state.
- (b) The clerk of the supreme court, county clerks, superior court clerks, deputy superior court clerks, justices of the peace, and town clerks and their assistants shall be ex officio notaries public.
- (c) Every applicant for appointment and commission as a notary public shall complete an application to be filed with the county clerk stating that the applicant is a resident of the county and has reached the age of majority, giving his or her business or home address and providing a handwritten specimen of the applicant's official signature.
- (d) An ex officio notary public shall cease to be a notary public when he or she vacates the office on which his or her status as a notary public depends. (24 V.S.A. § 441)

- (a) A person appointed as notary public shall cause the certificate of his or her appointment to be filed and recorded in the office of the county clerk where issued. Before entering upon the duties of office, he or she, as well as an ex officio notary, shall take the oath prescribed by the constitution, and shall duly subscribe the same with his or her correct signature, which oath thus subscribed shall be kept on file by the county clerk as a part of the records of such county.
  - (b) The certificate of appointment shall be substantially in the following form...
- (24 V.S.A. § 442)

The county clerk at the end of each four-year period shall cause the oaths aforesaid to be bound into book form, which book shall then constitute the final record thereof and shall be duly attested by the clerk as such. (24 V.S.A. § 443)

Immediately after the appointment of a notary public, the county clerk shall send to the secretary of state a certificate of such appointment, on blanks furnished by the secretary, containing the name, signature, and legal residence of the appointee, and the term of office of each notary public. The secretary shall cause such certificates to be bound in suitable volumes and to be indexed. Upon request, the secretary may certify the appointment, qualification, and signature of a notary public on tender of his or her legal fees. (24 V.S.A. § 183)

**APPENDIX D: STATE BY STATE COMPARISON**

State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Alabama</b>	Probate judges of various counties appoint notaries. Judges then report information of each notary appointed to the Secretary of State's Office (Administrative Services Division)	None	4 year term	Those who willingly perform a notarial act once their commission has expired shall be guilty of a Class C misdemeanor, and those who violate their responsibilities may be sued. However, the statute does not describe an official regulatory body or liability guidelines.	\$10 for application, \$1 for commission (\$11)	<a href="http://www.sos.state.al.us/AdminServices/NotaryPublic.aspx">http://www.sos.state.al.us/AdminServices/NotaryPublic.aspx</a>  <a href="http://arc.sos.state.al.us/PAC/SOSACPDF.001/A0008589.PDF">http://arc.sos.state.al.us/PAC/SOSACPDF.001/A0008589.PDF</a>
<b>Alaska</b>	Lieutenant Governor	Must be 18 years of age, must establish residency in the state, must submit an application, must not have been convicted of a felony in the last 10 years, etc.	4 year term	Lieutenant Governor can revoke commission	\$40	<a href="http://tfgov.alaska.gov/treadwell/notaries/notary-resources.html">http://tfgov.alaska.gov/treadwell/notaries/notary-resources.html</a>
<b>Arizona</b>	Secretary of State's Office (Business Services Division)	Must be a state resident, 18 years of age, be able to read and write in English, no felony conviction, etc.	4 year term	Attorney General's Office investigates a misconduct complaint and reports to the Secretary of State. The Secretary of State then takes action.	\$43	<a href="http://www.azsos.gov/business_Services/notary/">http://www.azsos.gov/business_Services/notary/</a>

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State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Arkansas</b>	Secretary Of State's Office (Business and Commercial Services Division)	State resident, 18 years old, able to read and write English, no commission as notary public revoked within the last 10 years, etc.	10 year term	Secretary of State's Office can revoke commission	\$20	<a href="http://www.sos.arkansas.gov/BCS/Pages/notaryPublic.aspx">http://www.sos.arkansas.gov/BCS/Pages/notaryPublic.aspx</a>
<b>California</b>	Notary Public Section of the Secretary of State's Office	Must be a certain age, clear a background check, be in good standing re: child support, pass an exam, etc.	4 years from the date specified in the commission	Secretary of State's Office	\$20 for application, \$20 for exam (\$40)	<a href="http://www.sos.ca.gov/business/notary">http://www.sos.ca.gov/business/notary</a>
<b>Colorado</b>	Secretary of State's Office (Licensing Division)	State resident, 18 years old, able to read and write English, prior commissions as notary has never been revoked, no felony convictions, etc.	4 year term	Secretary of State's Office can revoke commission; Additionally, by statute, a notary public is liable to the persons involved for all damages caused by the notary's official misconduct	\$10 for filing online, \$50 for filing with paper	<a href="http://www.sos.state.co.us/pubs/notary/notaryHome.html#">http://www.sos.state.co.us/pubs/notary/notaryHome.html#</a>
<b>Connecticut</b>	Secretary of State's Office (The Records & Legislative Services Division)	State resident, 18 years old, pass examination.	Each notary public is appointed by the Secretary of the State for a term of five years, ending on the last day of the anniversary month five years later.	Secretary of State's Office can revoke commission	\$120 for first time, \$60 for renewal	<a href="http://www.sots.ct.gov/sots/cwp/view.asp?a=3184&amp;q=392272#notary">http://www.sots.ct.gov/sots/cwp/view.asp?a=3184&amp;q=392272#notary</a>

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State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Delaware</b>	The Governor may appoint as many public notaries as he sees fit, and he may also pass duties to the Secretary of State's Office (Notaries Public Division)	State residence (Governor may appoint out of state residents), must be 18 years old, must be of good character and reputation, must have a reasonable need for a notary commission.	Initially commissioned for 2 years, but when renewing applicant can request either a 2 year or a 4 year term.	Governor and Secretary of State's Office can revoke commission	\$60 for 2-year term; upon renewal, applicants can pay \$60 for 2 years or \$90 for 4 years.	<a href="https://notaryforms.delaware.gov/">https://notaryforms.delaware.gov/</a>
<b>Florida</b>	Application submitted to Secretary of State's Office (Division of Corporations), then appointed by the Governor's Office.	State resident, 18 years old, able to read and write English, good character, etc.	4 year term	Governor can revoke commission	\$39	<a href="http://www.sots.ct.gov/sots/cwp/view.asp?a=3184&amp;q=392272#notary">http://www.sots.ct.gov/sots/cwp/view.asp?a=3184&amp;q=392272#notary</a>
<b>Georgia</b>	Clerk of Superior Court of the person's county of residence	U.S. citizen, 18 years of age, legal resident of the county you are applying in, be able to read and write English.	4 year term	Any action with the intent to deceive may be prosecuted for a criminal act; Superior Court may revoke commission	\$37	<a href="https://www.gscca.org/notary-and-apostilles/notaries/georgia-notary-law">https://www.gscca.org/notary-and-apostilles/notaries/georgia-notary-law</a> <a href="http://sos.georgia.gov/administration/notary.htm">http://sos.georgia.gov/administration/notary.htm</a>
<b>Hawaii</b>	The Notary Public Program at the Department of the Attorney General's Office	U.S. citizen, 18 years old, letter of character recommendation from a Hawaii resident, letter from employer or self-written letter explaining why the commission is sought, pass exam.	4 year term	Attorney General's Office may revoke commission	\$10 for application, \$40 for issuance of commission (\$50)	<a href="http://ag.hawaii.gov/notaries-public/">http://ag.hawaii.gov/notaries-public/</a>

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State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Idaho</b>	Secretary of State's Office (Commercial Office)	18 years old, state resident, be able to read and write English, not convicted of a serious crime or removed from office for misconduct within last 10 years.	6 year term	Secretary of State's Office may revoke commission	\$30	<a href="http://www.sos.idaho.gov/notary/npindex.htm">http://www.sos.idaho.gov/notary/npindex.htm</a>
<b>Illinois</b>	Secretary of State's Office (Index Department); commission recorded with county clerk	Citizen of the U.S., state resident for at least 30 days, 18 years old, able to read and write English, not convicted of a felony, no commission revoked within the last 10 years, etc.	4 year term	A notary public is to the persons involved for all damages caused by the notary's official misconduct; Secretary of State's Office revokes commission.	\$10	<a href="http://www.cyberdriveillinois.com/departments/index/notary/home.html">http://www.cyberdriveillinois.com/departments/index/notary/home.html</a>
<b>Indiana</b>	Appointed by the governor; request for an application can be done through the Secretary of State's Office (Business Division)	18 years old, state resident.	8 year term	Secretary of State's Office may investigate and revoke commission	\$10	<a href="http://www.in.gov/sos/business/2378.htm">http://www.in.gov/sos/business/2378.htm</a> <a href="http://www.in.gov/legislative/ic/code/title33/ar42/ch2.html">http://www.in.gov/legislative/ic/code/title33/ar42/ch2.html</a>
<b>Iowa</b>	Secretary of State's Office (Business Services)	18 years old, resident or place of employment in Iowa, U.S. resident, able to read and write English, etc.	3 year term	Secretary of State's Office may revoke commission and, if desired, seek further legal action.	\$30	<a href="http://sos.iowa.gov/notaries/about.html">http://sos.iowa.gov/notaries/about.html</a> <a href="https://www.legis.iowa.gov/DOCS/IowaActs/84/2/pdf/Chapter_1050.pdf">https://www.legis.iowa.gov/DOCS/IowaActs/84/2/pdf/Chapter_1050.pdf</a>
<b>Kansas</b>	Secretary of State's Office (Notary Public Division)	18 years old, state resident, border state resident that works or regularly conducts business in Kansas, not convicted of felony, etc.	4 year term	Secretary of State's Office may revoke commission	\$25	<a href="http://www.kssos.org/business/notary_public/become_a_notary.html">http://www.kssos.org/business/notary_public/become_a_notary.html</a>

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State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Kentucky</b>	Secretary of State's Office (Notary Branch)	18 years old, resident of the county in which the application is made, good moral character, etc.	4 year term	A notary is liable for all damages sustained as a result of the notary's errors; however, the statute does not describe any regulatory body revoking procedures.	\$10	<a href="http://sos.ky.gov/bus/businessrecords/notaries/Pages/default.aspx">http://sos.ky.gov/bus/businessrecords/notaries/Pages/default.aspx</a> <a href="http://www.lrc.ky.gov/Statutes/statute.aspx?id=18224">http://www.lrc.ky.gov/Statutes/statute.aspx?id=18224</a>
<b>Louisiana</b>	Appointed by governor; Secretary of State's Office (Notaries Division) qualifies applications before appointment	18 years old, state resident, pass examination, be able to read and write English, etc.	Notaries commissioned for life	District Court may revoke the commission; Secretary of State may suspend commission	Application fee is \$25, Commission fee is \$35, exam is \$75 (\$135 total)	<a href="http://www.sos.la.gov/NotaryAndCertifications/BecomeALouisianaNotary/Pages/default.aspx">http://www.sos.la.gov/NotaryAndCertifications/BecomeALouisianaNotary/Pages/default.aspx</a>
<b>Maine</b>	Secretary of State's Office (Bureau of Corporations, Elections and Commissions)	18 years old, resident of state or adjacent state that works or conducts regular business in Maine, proficiency in English, passes examination, etc.	7 year term	Secretary of State's Office may revoke commission	\$50	<a href="http://www.maine.gov/sos/cec/notary/notaries.html">http://www.maine.gov/sos/cec/notary/notaries.html</a>

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State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Maryland</b>	The Secretary of State's Office (Notary Division) sends application to the State Senator of the applicant's district. If the Senator approves, then the Governor then must approve for appointment.	18 years old, of good character, living or working in Maryland.	4 year term	The Governor may revoke the commission, or may delegate powers to the Secretary of State; improper conduct by notaries may be subject to legal consequences.	\$20 for application, \$11 for commission and reg fee (\$31)	<a href="http://www.sos.state.md.us/Notary/NotaryManual.pdf">http://www.sos.state.md.us/Notary/NotaryManual.pdf</a> <a href="http://www.sos.state.md.us/Notary/NotaryAppInfo.aspx">http://www.sos.state.md.us/Notary/NotaryAppInfo.aspx</a>
<b>Massachusetts</b>	The Governor	18 years old, living or working in Massachusetts.	7 year term	Governor's Legal Council receives complaints, and if they are severe enough they are sent to the Attorney General for potential revoking of commission.	\$60	<a href="http://www.mass.gov/governor/getinvolved/notary-public-frequently-asked-questions.html">http://www.mass.gov/governor/getinvolved/notary-public-frequently-asked-questions.html</a> <a href="http://www.sec.state.ma.us/pre/prenot/notidx.htm">http://www.sec.state.ma.us/pre/prenot/notidx.htm</a>
<b>Michigan</b>	Secretary of State's Office	18 years old, living or conducting business in Michigan, read and write in English, etc.	6-7 year term depending on notary's birthday	Secretary of State's Office may discipline violators by: issuing letter of censure, imposing fine, require notary to reimburse costs, ask the Attorney General to pursue a court case, etc.	\$10	<a href="http://www.michigan.gov/sos/0,4670,7-127-1638_8736---,00.html">http://www.michigan.gov/sos/0,4670,7-127-1638_8736---,00.html</a> <a href="http://www.legislature.mi.gov/(S(ki4dbf45yld1mo55y1vsjae))/documents/mcl/pdf/mcl-Act-238-of-2003.pdf">http://www.legislature.mi.gov/(S(ki4dbf45yld1mo55y1vsjae))/documents/mcl/pdf/mcl-Act-238-of-2003.pdf</a>
<b>Minnesota</b>	The Governor appoints with the advice of the Senate; Secretary of State's Office handles applications	18 years old, state resident or resident in Iowa, North Dakota, South Dakota, or Wisconsin.	Commission ends on January 31 of the 5 <sup>th</sup> year of the term.	A notary may be removed from office only by the governor, the district court, or the commissioner of commerce.	\$120	<a href="http://www.sos.state.mn.us/index.aspx?page=1472">http://www.sos.state.mn.us/index.aspx?page=1472</a> <a href="https://www.revisor.mn.gov/statutes/?id=359&amp;view=chapter#stat.359.01">https://www.revisor.mn.gov/statutes/?id=359&amp;view=chapter#stat.359.01</a>

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State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Mississippi</b>	The Governor approves applications and appoints notaries	18 years old, a state resident for at least 30 days, read and write English, not convicted of felony, etc.	4 year term	Secretary of State's Office may suspend/ revoke commissions, or may seek other legal remedies.	\$25	<a href="http://www.sos.state.ms.us/busserv/notaries/NotaryFAQs.asp">http://www.sos.state.ms.us/busserv/notaries/NotaryFAQs.asp</a>  <a href="http://www.sos.state.ms.us/busserv/notaries/New%20Notary%20Forms/NOTARY%20RULE.pdf">http://www.sos.state.ms.us/busserv/notaries/New%20Notary%20Forms/NOTARY%20RULE.pdf</a>
<b>Missouri</b>	Secretary of State's Office (Commissions Division)	18 years old, county residence, able to read/write English, notary training, etc.	4 year term	Secretary of State's Office may suspend/ revoke commission	\$25	<a href="http://www.sos.mo.gov/business/commissions/pubs/notary/">http://www.sos.mo.gov/business/commissions/pubs/notary/</a>  <a href="http://www.sos.mo.gov/business/commissions/pubs/notary/notary_handbook.pdf">http://www.sos.mo.gov/business/commissions/pubs/notary/notary_handbook.pdf</a>
<b>Montana</b>	Secretary of State's Office (Notary and Certifications Section)	18 years old, resided in Arizona for at least 30 days before applying, no felony convictions, complete training course, etc.	4 year term	Secretary of State's Office may suspend or revoke commission.	\$25	<a href="http://sos.mt.gov/Notary/index.asp">http://sos.mt.gov/Notary/index.asp</a> <a href="http://sos.mt.gov/Notary/assets/pdfs/Notary_Handbook.pdf">http://sos.mt.gov/Notary/assets/pdfs/Notary_Handbook.pdf</a>
<b>Nebraska</b>	Secretary of State's Office (Business Services Division); the Governor is also authorized to appoint notaries public	19 years old, pass an examination, no felony or fraud conviction in past 5 years, state residence, etc.	4 year term	Secretary of State's Office examines charges and may revoke commission	\$30	<a href="http://www.sos.ne.gov/business/notary/index.html">http://www.sos.ne.gov/business/notary/index.html</a>  <a href="http://www.sos.ne.gov/business/notary/pdf/notary_handbook.pdf">http://www.sos.ne.gov/business/notary/pdf/notary_handbook.pdf</a>
<b>Nevada</b>	Secretary of State's Office (Licensing Center)	18 years old, U.S. citizen or legal resident, state resident, no felony conviction, etc.	4 year term	Secretary of State's Office may revoke commission, may assess the employer of a notary a \$2,000 fine for a violation; notary is liable to all persons involved for damage done.	\$35	<a href="http://nvsos.gov/index.aspx?page=165">http://nvsos.gov/index.aspx?page=165</a>  <a href="http://www.leg.state.nv.us/NRS/NRS-240.htm#NRS240Sec010">http://www.leg.state.nv.us/NRS/NRS-240.htm#NRS240Sec010</a>



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State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>New Hampshire</b>	Application sent to Secretary of State's Office (Elections Division), and then submitted to Governor and Executive Office for nomination and appointment.	18 years old, state resident, written statement saying applicant has never been convicted of a crime not annulled, completed State Police Records Check Form, etc.	5 year term	The court may levy a maximum penalty of \$1,000 for every violation, and the notary will be guilty of a Class A misdemeanor.	\$75	<a href="http://www.sos.nh.gov/notary.html">http://www.sos.nh.gov/notary.html</a>  <a href="http://www.sos.nh.gov/Notary%20and%20Commissioners2006.pdf">http://www.sos.nh.gov/Notary%20and%20Commissioners2006.pdf</a>
<b>New Jersey</b>	The State Treasurer	18 years old, state resident or bordering state resident that works in NJ, no first or second-degree criminal convictions.	5 year term	The State Treasurer may revoke the commission, and willful violators are subject to civil or criminal actions.	\$25	<a href="http://www.nj.gov/treasury/revenue/dcr/programs/notary.shtml">http://www.nj.gov/treasury/revenue/dcr/programs/notary.shtml</a>
<b>New Mexico</b>	Secretary of State's Office (Notaries Division) approves applications and sends them to Governor for appointment.	18 years old, state resident, literate in English, no felony convictions, no notary commission revoked in the last 5 years.	4 year term	The Governor may revoke a commission; violators are liable for fines or legal charges.	\$20	<a href="http://sos.state.nm.us/sos-notary.html">http://sos.state.nm.us/sos-notary.html</a>
<b>New York</b>	The Secretary of State's Office (Division of Licensing Services)	U.S. citizen, state resident or work in NY, good moral standing, adequate education, etc.	4 year term	Secretary of State's Office can suspend/revoke commission; violators are liable to parties injured for damages and are subject to a civil penalty.	\$60	<a href="http://www.dos.ny.gov/licensing/notary/notaryfaq.html#1">http://www.dos.ny.gov/licensing/notary/notaryfaq.html#1</a>  <a href="http://www.dos.ny.gov/licensing/lawbooks/NOTARY.pdf">http://www.dos.ny.gov/licensing/lawbooks/NOTARY.pdf</a>

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State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>North Carolina</b>	The Secretary of State's Office (The Notary Public Section)	18 years old, reside or work in the state, English literate, pass a course, etc.	5 year term	Secretary of State's Office may pursue investigation, seek injunctive relief against violators, suspend/revoke commissions; violators are subject to legal penalties	\$50	<a href="http://www.secretary.state.nc.us/notary/ThePage.aspx">http://www.secretary.state.nc.us/notary/ThePage.aspx</a>
<b>North Dakota</b>	The Secretary of State's Office (Accounting/Notaries Division)	18 years old, state resident or work in state, English literate, etc.	6 year term	Secretary of State's Office may suspend/revoke commissions or impose a civil penalty.	\$36	<a href="http://www.nd.gov/sos/notaryserv/process/how-become.html">http://www.nd.gov/sos/notaryserv/process/how-become.html</a>
<b>Ohio</b>	The Secretary of State's Office (Notary Public Commission)	18 years old, legal resident or work in state, certificate of qualifications from judge, etc.	5 year term	Secretary of State's Office may revoke commission; court of common pleas may order removal from office; violators are subject to fines	Varies by county	<a href="http://www.sos.state.oh.us/recordsIndexes/Notary.aspx">http://www.sos.state.oh.us/recordsIndexes/Notary.aspx</a>  <a href="http://codes.ohio.gov/orc/147">http://codes.ohio.gov/orc/147</a>
<b>Oklahoma</b>	The Secretary of State's Office (Notary Public Services)	18 years old, state resident or work in state.	4 year term	Secretary of State's Office can revoke commission; district court provides judgment against potential violators, and violators are subject to fines.	\$25 for first time, \$20 for renewal	<a href="https://www.sos.ok.gov/notary/default.aspx">https://www.sos.ok.gov/notary/default.aspx</a>
<b>Oregon</b>	The Secretary of State's Office (Corporations Division)	18 years old, state resident or work in state, English literate, complete training course, pass exam, etc.	4 year term	The Secretary of State's Office may revoke commissions, impose penalties.	\$40	<a href="http://www.filinginoregon.com/pages/notary/index.html">http://www.filinginoregon.com/pages/notary/index.html</a>
<b>Pennsylvania</b>	The Secretary of the Commonwealth's Office (Division of Legislation and Notaries)	18 years old, resides or works in the state, good character, complete a course, state Senator endorsement, etc.	4 year term	The Secretary of State's Office can suspend/revoke commissions, impose civil penalties, and order a notary to attend education courses.	\$40	<a href="http://www.dos.state.pa.us/portal/server.pt/community/notaries/12609">http://www.dos.state.pa.us/portal/server.pt/community/notaries/12609</a>

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State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Rhode Island</b>	The Governor appoints; The Secretary of State's Office (Corporations Division) files certificates.	Registered voter or member of the RI Bar.	4 year term	The Governor can revoke commissions; violators are subject to legal ramifications or fines.	\$80	<a href="http://sos.ri.gov/business/notary/notaryforms/">http://sos.ri.gov/business/notary/notaryforms/</a>
<b>South Carolina</b>	The Governor appoints; The Secretary of State's Office (Notaries Division) keeps records of commissions.	18 years old, state resident, registered voter, not be under a court order for mental incompetence, not in prison, etc.	10 year term	Court can convict violator and impose a fine or jail sentence.	\$25	<a href="http://www.scsos.com/Notaries">http://www.scsos.com/Notaries</a>
<b>South Dakota</b>	The Secretary of State's Office (Administrative Services Division)	State resident or works in state and lives in bordering state, no felony convictions, etc.	6 year term	Secretary of State's Office can revoke commission.	\$30	<a href="http://sdsos.gov/content/viewcontent.aspx?cat=adminservices&amp;pg=/admins/services/notaries_howtobecomenotary.shtml">http://sdsos.gov/content/viewcontent.aspx?cat=adminservices&amp;pg=/admins/services/notaries_howtobecomenotary.shtml</a>
<b>Tennessee</b>	Notary is elected by country legislative body, and certified by the County Clerk; The Secretary of State's Office (Business Services Division) records commissions.	State resident or work in state, never had a commission revoked before, etc.	4 year term	Complaints concerning notary misconduct should be directed to the County Attorney or the Attorney General.	\$12	<a href="http://tn.gov/sos/pub/notaries/index.htm">http://tn.gov/sos/pub/notaries/index.htm</a> <a href="http://tennessee.gov/sos/forms/notary.pdf">http://tennessee.gov/sos/forms/notary.pdf</a>

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State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Texas</b>	The Secretary of State's Office (Statutory Documents Section)	18 years old, state resident, no conviction for a crime involving moral turpitude or a felony.	4 year term	The Secretary of State's Office may suspend/ revoke commission; violators are subject to penalties for misconduct.	\$21	<a href="http://www.sos.state.tx.us/statdoc/notary-public.shtml">http://www.sos.state.tx.us/statdoc/notary-public.shtml</a>  <a href="http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.406.htm">http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.406.htm</a>
<b>Utah</b>	Lt. Governor	18 years old, English literate, state resident, be endorsed by two residents over 18, pass an exam, etc.	4 year term	The Lt. Governor may suspend or revoke commission; a notary may be liable to any person involved for the damages caused by misconduct.	\$45 for application, \$30 for test (\$75 total)	<a href="http://notary.utah.gov/notaryprocess.html">http://notary.utah.gov/notaryprocess.html</a>
<b>Vermont</b>	Vermont notaries public are appointed by the assistant judge in each county. Certificates are to be preserved by the county clerks and copies are transmitted to the Secretary of State's office.	None	All appointments expire when the term of the elected assistant judge ends (every four years). Notaries do not renew. They have to seek a new appointment each term	By statute, a notary public is liable to the persons involved for all damages caused by the notary's official misconduct; however, there is no regulatory body overseeing Vermont notaries public.	\$30	<a href="http://vermont-archives.org/notary/">http://vermont-archives.org/notary/</a>

VERMONT OFFICE OF THE SECRETARY OF STATE

State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Virginia</b>	The Governor appoints notaries; The Secretary of Commonwealth's Office (Authentications, Notary, and Reception Operations) issues commissions.	18 years old, English literate, no felony convictions, state resident or work in state.	4 year term, expiring on the last day of the month in which the notary was born.	The Secretary of State's Office may suspend/ revoke commission; a violator is liable to all damages incurred as a result of the misconduct.	\$45	<a href="http://commonwealth.virginia.gov/Notary/notary.cfm">http://commonwealth.virginia.gov/Notary/notary.cfm</a>  <a href="http://www.commonwealth.virginia.gov/Notary/2009NotaryHandbook.pdf">http://www.commonwealth.virginia.gov/Notary/2009NotaryHandbook.pdf</a>
<b>Washington</b>	Department of Licensing	18 years old, state resident or border state resident that works in WA, English literate, three resident (over 18) endorsements	4 year term	Notaries that commit official misconduct can face misdemeanor charges; The director of the Department of Licensing may revoke a commission upon a judicial finding of incompetency.	\$30	<a href="http://www.dol.wa.gov/business/notary/nrequirements.html">http://www.dol.wa.gov/business/notary/nrequirements.html</a>  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=42.44">http://apps.leg.wa.gov/RCW/default.aspx?cite=42.44</a>
<b>West Virginia</b>	The Governor; The Secretary of State's Office (Notaries Public section as part of the Business and Licensing Division) may issue rules and regulations	U.S. citizen or citizen of country that permits U.S. citizens to become notaries there, qualified voter, English literate, etc.	10 year term	The Governor or Secretary of State may revoke commissions; violators are liable to all persons involved for damages from their misconduct, and may face fines or jail time.	\$52	<a href="http://www.sos.wv.gov/business-licensing/notaries/Pages/default.aspx">http://www.sos.wv.gov/business-licensing/notaries/Pages/default.aspx</a>  <a href="http://cdn.nationalnotary.org/nna_members/state_law_summaries/west_virginia.pdf">http://cdn.nationalnotary.org/nna_members/state_law_summaries/west_virginia.pdf</a>

VERMONT OFFICE OF THE SECRETARY OF STATE

State	Appointed By:	Qualifications?	Terms?	Disciplined By:	Fee (\$)	State Website Link
<b>Wisconsin</b>	The secretary of financial institutions appoints notaries; The Secretary of State's Office issues authentications.	18 years old, 8 <sup>th</sup> grade education, no arrest or conviction record, etc.	4 year term	Violators are liable to all persons involved for damages from their misconduct, and may face fines or jail time; however, the statute does not describe any regulatory body or revoking procedures.	\$20	<a href="http://www.wdfl.org/Notary_Public_and_Trademarks/defaultNotary.htm">http://www.wdfl.org/Notary_Public_and_Trademarks/defaultNotary.htm</a>  <a href="http://docs.legis.wisconsin.gov/statutes/statutes/137/11/17/2?down=1">http://docs.legis.wisconsin.gov/statutes/statutes/137/11/17/2?down=1</a>
<b>Wyoming</b>	The Secretary of State's Office (Compliance Division)	18 years old, state resident, English literate, no felonies, etc.	4 year term	Violators are liable to all persons involved from their misconduct; the statute does not describe any regulatory body or revoking procedures.	\$30	<a href="http://soswy.state.wy.us/Services/Notaries.aspx">http://soswy.state.wy.us/Services/Notaries.aspx</a> <a href="http://soswy.state.wy.us/Forms/Publications/WebNotaryHandbook.pdf">http://soswy.state.wy.us/Forms/Publications/WebNotaryHandbook.pdf</a>