



NEW JERSEY NOTARY PUBLIC STATUTES

from the **NEW JERSEY NOTARY PUBLIC MANUAL**

THE OFFICE OF NOTARY PUBLIC

WHAT IS A NOTARY PUBLIC?

A Notary Public is a public officer who serves as an impartial witness to the signing of documents and to the acknowledgement of signatures on documents. A Notary Public may also administer oaths and affirmations.

A duly appointed New Jersey Notary Public is authorized to perform notary services throughout the State of New Jersey.

WHO APPOINTS NOTARIES, AND WHAT IS THE NOTARY'S COMMISSION PERIOD?

A Notary Public is appointed (commissioned) by the State Treasurer for a five-year period, and is sworn into office by the clerk of the county in which he/she resides. Appointments can be renewed for subsequent five-year periods.

The State Treasurer may remove a Notary Public's commission.

WHAT ARE THE QUALIFICATIONS FOR THE OFFICE?

Residency- A Notary Public must be a resident of New Jersey or a resident of an adjoining state who maintains, or is regularly employed in, an office in this State.

Age- A Notary Public must be 18 years or older.

Personal Background- The State Treasurer may not appoint any person who has been convicted of a crime under the laws of any state or the United States, for an offense involving dishonesty, or a crime of the first or second degree.

GUIDELINES FOR NOTARY SERVICES

WHAT IS A NOTARY AUTHORIZED TO DO?

New Jersey State law authorizes a duly commissioned and qualified (sworn) Notary to perform the following duties in any county in New Jersey:

- Administer oaths and affirmations
- Take acknowledgments
- Execute jurats for affidavits and other verifications
- Take proofs of deeds
- Execute protests for non-payment or non-acceptance

Oaths and Affirmations

An oath is a spoken pledge, given by a person appearing before the Notary, that his/her attestation or promise is made under an immediate sense of responsibility to a Supreme Being for the truthfulness of a specific statement or statements, or the faithful performance of a specific duty or function.

An affirmation is a solemn declaration without oath. Whenever law requires an oath, an affirmation may be taken instead.

This accommodates persons who have conscientious objections against taking an oath.

Notaries may administer oaths and affirmations to public officials and officers of various organizations. They may also administer oaths and affirmations in order to execute jurats for affidavits/verifications, and to swear in witnesses.

Notaries may charge only the statutory fee for administering an oath or affirmation (\$2.50). There is no fee for swearing in a witness in conjunction with an acknowledgment.

Example of an oath administered by a Notary:

"Do you swear that the information presented in this document entitled "ABC", which you have signed before me, is the truth, so help you God?"

Example of an affirmation administered by a Notary:

"Do you solemnly affirm that the information presented in this document entitled "ABC", which you have signed before me, is the truth, and this you affirm under the pains and penalties of perjury?"

For both oaths and affirmations, the signer must answer affirmatively.

The process of administering oaths and affirmations could be formalized by gestures -- e.g., asking the signer to raise his/her hand and/or place his/her hand on a holy book such as the Holy Bible, Old Testament, Koran, etc.

Acknowledgments

An acknowledgment formally documents the following:

- That the signer of a document appeared before the Notary,
- That the Notary positively identified the signer, and
- That the signer both acknowledged the signature as his/hers, and that the signature was made willingly.

A related notary act (the proof) is discussed later in this section.

Requirements for Taking an Acknowledgment

The Notary should:

- Ensure that the signer appears before him/her and presents at least one form of identification (ID) that provides a physical description of the signer-- e.g., driver's license.

Note: Identification documents are not required if: 1) the signer is personally known to the Notary, or 2) a credible witness, known to both the signer and Notary, swears to the identity of the signer.

- Review the document presented for completeness. This is not a formal legal review, such as would be performed by an accountant or an attorney. Rather, it is a review to ensure that there are no blanks in the document. Should blanks be discovered, the signer must either fill them in or strike them out by drawing a line or "X" through them.
- Ensure that the signer understands the title of the document and is signing freely and willingly. By obtaining positive ID and asking brief questions as to the title and basic substance of the document, the Notary can make these determinations.
- Sign, date, and stamp an acknowledgment certificate. The ink stamp should include the date on which the Notary's commission expires. The stamp should be placed next to, but not over, the Notary's signature. (If the Notary does not have an ink stamp, his/her name and commission expiration date must be printed or typed on the certificate as indicated.)

- Make a journal entry. The journal entry provides evidence and an audit trail thereby protecting both the Notary and the general public. Required information includes: 1) date and time of notary act, 2) type of act (i.e., acknowledgment), 3) title of document, 4) date document was signed, 5) signature; printed name and address of each signer, and if applicable, each witness, and 6) form of ID -- e.g. identification document, personal knowledge, or credible witness. Note: Journals should be bound to prevent tampering. Journals may be obtained from stationers or professional associations.
- Charge only the statutory fee (\$2.50).

Proofs of Execution

A proof of execution (proof) is a declaration by a subscribing witness that he/she knows the person who signed the document being presented, and was present for its signing or acknowledgment by the signer. The subscribing witness must sign (subscribe) the same document. A proof is taken when the signer cannot be present. A proof may be taken only when the subscribing witness appears before the Notary. The Notary must personally know the witness. Further, the Notary must administer an oath or affirmation (at no extra fee) to the witness to compel truthfulness. In all other respects, the procedural components of and fee for a proof are the same as for an acknowledgment.

Note: State law indicates that a proof may be taken for a deed. There is no specific guidance with respect to taking a proof for another instrument. Therefore, it would be advisable to limit this particular notary service to deeds.

Jurats

A jurat is a certificate of office or person before whom writing was sworn and is designed to compel truthfulness on the part of the signer. The jurat is completed during the execution of an affidavit or other form of verification and is generally written at the foot of an affidavit stating when, where, and before whom such affidavit was sworn.

The jurat shares several of the basic elements of the acknowledgment. However, there are two additional requirements: 1) the signer must sign the document before the Notary; and 2) the signer must take an oath or affirmation regarding the truthfulness of the statements in the documents.

Requirements for a Jurat

The Notary should perform the following procedures:

- Ensure that the signer appears before him/her, shows at least one form of ID that provides a physical description of the signer-e.g., driver's license, AND signs the document in his/her presence.

Note: Identification documents are not required if: 1) the signer is personally known to the Notary; or 2) a credible witness, known to both the signer and Notary, swears to the identity of the signer.

- Administer an oath/affirmation.
- Sign, date, and stamp a jurat certificate. The ink stamp should include the date on which the Notary's commission expires. The stamp should be placed next to, but not over, the Notary's signature. (If the Notary does not have an ink stamp, his/her name and commission expiration date must be printed or typed on the certificate as indicated.)
- Make a journal entry. The journal entry provides evidence and an audit trail thereby protecting both the Notary and general public. Required information includes: 1) date and time of notary act; 2) type of act (i.e., jurat); 3) title of document; 4) date document was signed; 5) signature, printed name and address of each signer and, if applicable, each witness; and 6) form of ID -- e.g., identification document, personal knowledge, or credit witness. *Note:* Journals should be bound to prevent tampering. Journals may be obtained from stationers or professional associations.
- Charge only the statutory fee (\$2.50).

Protests for Non-Payment/Non-Acceptance

A protest is a formal declaration made by the Notary on behalf of a holder of a bill or note that acceptance or payment of the bill/note has been refused. Protests for non-payment/non-acceptance occur within complex and specialized financial and commercial contexts. Therefore, Notaries are advised to consult the State's Uniform Commercial Code (NJSA 12:A) and if applicable, their employers for further technical guidance on providing this particular service.

Requirements for Executing a Protest

To execute a protest, a Notary should note the following:

- Identify the instrument involved (e.g., bill or note).
- Certify that due notice of payment has been made (Presentment).
- Certify that the instrument has been dishonored by non-payment or non-acceptance by individuals authorized to receive and pay/accept.
- Note the individuals to whom presentment was made.
- Record the facts above on a certificate attached to the instrument involved.
- Sign, date, and stamp a certificate. The ink stamp should include the date on which the Notary's commission expires. The stamp should be placed next to, but not over, the Notary's signature. (If the Notary does not have an ink stamp, his/her name and commission expiration date must be printed or typed on the certificate as indicated.)
- Make a journal entry. The journal entry provides evidence and an audit trail thereby protecting both the Notary and general public. Required information includes: 1) date and time of notary act, 2) type of act, 3) title of document, 4) date document was signed, 5) signature, printed name and address of each signer and if applicable, each witness, and 6) form of ID -- e.g., identification document, personal knowledge, or credible witness. *Note:* Journals should be bound to prevent tampering. Journals may be obtained from stationers or professional associations.

PROHIBITIONS AND LIABILITY

WHAT IS A NOTARY PROHIBITED FROM DOING?

- Never pre-date an action. The Notary may never date an action (acknowledgement, jurat, etc.,) prior to the execution (signature) date appearing on the document involved.
- Never lend a journal, stamp, or other personalized Notary equipment to another individual.
- Never prepare a legal document or give advice on legal matters, or matters pertaining to land titles. This includes the preparation of pleadings, affidavits, briefs and any other submissions to the court.
- Never, in the capacity as a Notary Public, appear as a representative of another person in a legal proceeding.
- Never, in the capacity as a Notary Public, act for others in the collection of delinquent bills or claims.

In addition to the general prohibitions above, Notaries should refrain from notarizing documents in which they have a personal interest including documents they have prepared for a fee.

ARE THERE ANY LIABILITIES ASSOCIATED WITH THE OFFICE?

Willful violations such as fraud can lead to the removal of the Notary's commission, and leave the Notary vulnerable to civil and/or criminal legal actions. In the capacity of a Notary, acting as a legal advocate is considered the unauthorized practice of law and will also leave the Notary vulnerable to civil and/or criminal legal actions.

NOTARY FEES

WHAT ARE THE FEES FOR NOTARY SERVICES?

The following are fees that Notaries may charge:

NOTARY SERVICES	FEE
Administering an oath/affirmation	\$2.50/ea
Executing a jurat	\$2.50/ea
Taking proof of a deed (proof of execution)	\$2.50/ea
Taking an acknowledgment	\$2.50/ea

INFORMATION ON MAINTAINING A COMMISSION

WHAT HAPPENS WHEN A NOTARY CHANGES HIS/HER NAME OR ADDRESS?

Name Change- Whenever a Notary Public adopts a different name, before notarizing any documents, he/she must notify the State Treasurer and clerk of the county in which he/she resides by submitting a form furnished by the State Treasurer. Change request forms are available online, from the Business Services Customer Information Center, P.O. Box 452, Trenton, NJ 08646 or from the telephone forms line -- (609) 292-9292, option #2 on the voice menu.

Address Change- The change form referenced above may also be used for address changes.

HOW CAN A NOTARY OBTAIN A DUPLICATE COMMISSION?

A Notary may request from the State Treasurer, or clerk of the county in which he/she was sworn, copies of his/her commission and qualification certificates for filing in other counties in this State. Upon receipt of the copies, the Notary may present the same along with an autograph copy of his/her signature, to any county clerk in this State for filing.

* Please note: The fee for a duplicate commission from the State Treasurer is \$25.00.

HOW DO YOU AUTHENTICATE A NOTARY COMMISSION?

The State Treasurer and county clerks may, upon request by any party, attach to any notary action (acknowledgement, jurat, etc.), a certification. Executed under the Treasurer's or county clerk's hand and seal, the certification attests that at the time of the notary action, the Notary was duly commissioned, sworn and residing in this State, and was authorized to take the action.

The State Treasurer may provide certifications relating to any Notary in this State. County clerks may only provide certifications for Notaries who reside in their respective counties, or Notaries who have filed copies of their commission/qualification certificates and autograph signatures.

ILLUSTRATIONS

The following illustrations are intended to show the basic elements of two common notary actions -- acknowledgments and jurats, as well as the basic elements for a proof of execution. The illustrations serve AS EXAMPLES ONLY, and are not intended to be comprehensive or exclusive standards.

CERTIFICATE OF ACKNOWLEDGMENT

The following illustration reflects the basic elements of a certificate of acknowledgment. The certificate wording could be incorporated into the document involved, or may be attached to the document as a separate sheet. Language or lines that do not apply to a particular action may be crossed out -- e.g., crossing out the words "Witness(es)" when none appear.

CERTIFICATE OF ACKNOWLEDGMENT

State of New Jersey
County of _____

On _____, 20__ before me _____, Notary Public in and for said county,
personally appeared
(Date) (Notary's Name)

_____, _____, and _____ who
has/have satisfactorily
(signer/witness) (signer/witness) (signer/witness)
identified him/her/themselves as the signer(s) or/witness(es) to the above-referenced document.

John Doe
(Affix Notary Stamp Here)
My Commission Expires 01/03/10 _____
(Notary Signature) (Date)

JURAT

The following illustration reflects the basic elements of a jurat. The jurat IS ALWAYS PART affidavit or verification. The venue (state/county where the Jurat is done) precedes the body of the affidavit/verification, while the Notary's certification follows the body affidavit/verification and affiant's signature.

AFFIDAVIT

State of New Jersey
County of _____

I, John Smith, being duly sworn, make this my affidavit and state:
XX
XX

(Signature) (Date)
Subscribed and sworn to before me on _____, 20__ by _____.
(Date) (Affiant's Name)

John Doe
(Affix Notary Stamp Here)
My Commission Expires 01/03/10 _____
(Notary Signature) (Date)

CERTIFICATE OF PROOF OF EXECUTION

The following illustration reflects the basic elements of a certificate of proof of execution. The certificate wording could be incorporated into the document involved, or may be attached to the document as a separate sheet. Language or lines that do not apply to a particular action may be crossed out -- e.g., crossing out the words "Credible Witness" when none appears.

CERTIFICATE OF ACKNOWLEDGMENT

State of New Jersey
County of _____

On _____, 20__ before me _____, Notary Public in and for said county,
personally appeared
(Date) (Notary's Name)

_____, _____, and _____
personally known to me,
(Subscribing Witness) (Subscribing Witness) (Subscribing Witness)

or proved to me on the oath of _____, to be the person(s) whose name(s)
is/are subscribed on
(Credible Witness)

on the attached document as witness(es) thereto, and who, being duly sworn by me, says that
he/she saw

_____, sign the attached document, and that said affiant(s) subscribed
his/her name(s) to the
(Signer's Name)

attached document at the request of _____.
(Signer's Name)

John Doe
(Affix Notary Stamp Here)
My Commission Expires 01/03/10 _____
(Notary Signature) (Date)

**Title 7 Bills, Notes And Checks
Chapter 5**

§ 7:5-3. Record of protest by notary

Every notary public, upon protesting any bill of exchange or promissory note, shall record in a book to be kept for that purpose the time when, place where and upon whom, demand of payment was made, with a copy of the notice of nonpayment, how and when served; or if sent, in what manner and the time when; and if sent by post, to whom the same was directed, at what place, and when the same was put into such post office, to which record he shall sign his name.

§ 7:5-4. Certificate of protest furnished

Any notary public who shall protest any bill of exchange or promissory note shall furnish to the person paying the costs and expenses of such protest a certificate under his hand and official seal of the matters and things required by section 7:5-3 of this title to be recorded by him.

§ 7:5-5. Death or removal of notary; deposit of record

Upon the death or removal out of the state of such notary, the record mentioned in section 7:5-3 of this title shall be deposited in the office of the clerk of the county in which he last resided.

§ 7:5-6. Protest of instruments held by bank or corporation by notary officer or employee thereof

Any notary public who is a stockholder, director, officer, employee or agent of a bank or other corporation may protest for nonacceptance or nonpayment bills of exchange, drafts, checks, notes and other negotiable instruments which may be owned or held for collection by such bank or other corporation, unless such notary is individually a party to such instrument.

§ 7:5-11. Bonds of Port of New York Authority deemed negotiable instruments when

Upon the concurrence of the State of New York herein, in the manner indicated in section two hereof, the States of New Jersey and New York agree that any bond, note or instrument heretofore or hereafter issued by the Port of New York Authority containing a provision that upon the happening of a specified event or events it shall be exchanged for or converted into a General and Refunding Bond, Consolidated Bond or Note or other negotiable bond, note or instrument of the Port of New York Authority shall, notwithstanding such provision, be and be deemed to be also a negotiable instrument under the law of each State; provided, that it conforms in all other respects to the requirements for negotiable instruments under the law of such State.

**Title 41 Oaths And Affidavits
Chapter 2**

§ 41:2-1. Officials authorized to take oaths.

All oaths, affirmations and affidavits required to be made or taken by law of this State, or necessary or proper to be made, taken or used in any court of this State, or for any lawful purpose whatever, may be made and taken before any one of the following officers:

- The Chief Justice of the Supreme Court or any of the justices or judges of courts of record of this State;
- Masters of the Superior Court;
- Municipal judges;
- Mayors or aldermen of cities, towns or boroughs or commissioners of commission governed municipalities;
- Surrogates, registers of deeds and mortgages, county clerks and their deputies;
- Municipal clerks and clerks of boards of chosen freeholders;
- Sheriffs of any county;
- Members of boards of chosen freeholders;
- Clerks of all courts;
- Notaries public;
- Commissioners of deeds;
- Members of the State Legislature;
- Attorneys-at-law and counsellors-at-law of this State;
- Certified court reporters, as defined in section 10 of P.L.1940, c.175 (C.45:15B-10).

This section shall not apply to official oaths required to be made or taken by any of the officers of this State, nor to oaths or affidavits required to be made and taken in open court.

§ 41:2-3. Oaths administered by notaries public in financial institution matters.

a. A notary public who is a stockholder, director, officer, employee or agent of a financial institution or other corporation may administer an oath to any other stockholder, director, officer, employee or agent of the corporation.

b. A notary public employed by a financial institution may follow directions or policies of the employer which provide that during the hours of the notary public's employment by the financial institution the notary public shall not administer oaths except in the course of the business of the employer.

As used in this section, "financial institution" means a State or federally chartered bank, savings bank, savings and loan association or credit union.

§ 41:2-14. Oaths of office of notaries, etc.

In case of the absence, removal, death, or any other disability of the county clerk of any county, any judge of the Superior Court may administer the oaths of office and allegiance to commissioners of deeds, notaries public or other persons required to take the same before such clerk, and any official's oath so administered shall be as effectual in law as if taken in the manner prescribed by law.

§ 46:14-6.1. Officers authorized to take acknowledgments.

a. The officers of this State authorized to take acknowledgments or proofs in this State, or in any other United States or foreign jurisdiction, are:

- (1) an attorney-at-law;
- (2) a notary public;
- (3) a county clerk or deputy county clerk;
- (4) a register of deeds and mortgages or a deputy register;
- (5) a surrogate or deputy surrogate.

b. The officers authorized to take acknowledgments or proofs, in addition to those listed in subsection a., are:

- (1) any officer of the United States, of a state, territory or district of the United States, or of a foreign nation authorized at the time and place of the acknowledgment or proof by the laws of that jurisdiction to take acknowledgments or proofs. If the certificate of acknowledgment or proof does not designate the officer as a justice, judge or notary, the certificate of acknowledgment or proof, or an affidavit appended to it, shall contain a statement of the officer's authority to take acknowledgments or proofs;
- (2) a foreign commissioner of deeds for New Jersey within the jurisdiction of the commission;
- (3) a foreign service or consular officer or other representative of the United States to any foreign nation, within the territory of that nation.

**Title 52 State Government, Departments And Officers
Chapter 7**

§ 52:7-10 - Short title

6. a. The Attorney General shall, through the Office of Victim-Witness Advocacy in the Division of Criminal Justice in the Department of Law and Public Safety and in consultation with the county prosecutors, promulgate standards for law enforcement agencies to ensure that the rights of crime victims are enforced.

b. The standards shall require that the Office of Victim-Witness Advocacy in the Division of Criminal Justice and each county prosecutor's office provide the following services upon request for victims and witnesses involved in the prosecution of a case:

- (1) Orientation information about the criminal justice system and the victim's and witness's role in the criminal justice process;
- (2) Notification of any change in the case status and of final disposition;
- (3) Information on crime prevention and on available responses to witness intimidation;
- (4) Information about available services to meet needs resulting from the crime and referrals to service agencies, where appropriate;
- (5) Advance notice of the date, time and place of the defendant's initial appearance before a judicial officer, submission to the court of any plea agreement, the trial and sentencing;
- (6) Advance notice of when presence in court is not needed;
- (7) Advice about available compensation, restitution and other forms of recovery and assistance in applying for government compensation;
- (8) A waiting or reception area separate from the defendant for use during court proceedings;
- (9) An escort or accompaniment for intimidated victims or witnesses during court appearances;

- (10) Information about directions, parking, courthouse and courtroom locations, transportation services and witness fees, in advance of court appearances;
- (11) Assistance for victims and witnesses in meeting special needs when required to make court appearances, such as transportation and child care arrangements;
- (12) Assistance in making travel and lodging arrangements for out-of-State witnesses;
- (13) Notification to employers of victims and witnesses, if cooperation in the investigation or prosecution causes absence from work;
- (14) Notification of the case disposition, including the trial and sentencing;
- (15) Assistance to victims in submitting a written statement to a representative of the county prosecutor's office about the impact of the crime prior to the prosecutor's final decision concerning whether formal charges will be filed;
- (16) Advice to victims about their right to make a statement about the impact of the crime for inclusion in the presentence report or at time of parole consideration, if applicable;
- (17) Notification to victims of the right to make an in-person statement, prior to sentencing, directly to the sentencing court concerning the impact of the crime;
- (18) Expediting the return of property when no longer needed as evidence;
- (19) Advise and counsel, or refer for advice or counseling, victims of sexual assault, or other criminal acts involving a risk of transmission of disease, concerning available medical testing and assist such victims, or refer such victims for assistance, in obtaining appropriate testing, counseling and medical care and in making application to the Victims of Crime Compensation Board for compensation for the costs of such testing, counseling and care;
- (20) Assistance to victims in submitting a written impact statement to a representative of the county prosecutor's office concerning the impact of the crime which shall be considered prior to the prosecutor's accepting a negotiated plea agreement containing recommendations as to sentence and assistance to victims in securing an explanation

§ 52:7-11 - Notaries public

- a. The Secretary of State shall appoint so many notaries public as the Secretary of State shall deem necessary to commission, who shall hold their respective offices for the term of five years, but may be removed from office at the pleasure of the Secretary of State.
- b. A person desiring to be appointed and commissioned a notary public shall make application to the Secretary of State on a form prescribed by the Secretary of State and endorsed by a member of the Legislature or the Secretary of State or Assistant Secretary of State. Renewals thereof shall be made in the same manner as the original application.
- c. The fee to be collected by the Secretary of State for that appointment or renewal shall be \$25.00.

§ 52:7-12 - Minimum age

No person shall be appointed a notary public unless he is 18 years of age or older.

§ 52:7-13 - Appointment of nonresidents; requirements

No person shall be denied appointment as a notary public on account of residence outside of this State, provided such person resides in a State adjoining this State and maintains, or is regularly employed in, an office in this State. Before any such nonresident shall be appointed and commissioned as a notary public, he shall file with the Secretary of State an affidavit setting forth his residence and the address of his office or place of employment in this State. Any such nonresident notary public shall file with the Secretary of State a certificate showing any change of residence or of his office or place of employment address in this State.

§ 52:7-14 - Oath; filing; certificate of commission and qualification

The Division of Criminal Justice shall provide assistance to county prosecutors and law enforcement agencies in implementing the guidelines and training requirements of this act.

§ 52:7-15 - State-wide authority; filing certificates of commission and qualification with county clerks

- a. A notary public who has been duly commissioned and qualified is authorized to perform his duties throughout the State.
- b. Any notary public, after having been duly commissioned and qualified, shall, upon request, receive from the clerk of the county where he has qualified, as many certificates of his commission and qualification as he shall require for filing with other county clerks of this State, and upon receipt of such certificates the notary public may present the same, together with his autograph signature, to such county clerks as he may desire, for filing.

§ 52:7-16 - County clerk to attach certificate of authority to notaries' certificates of proof, acknowledgements or affidavits

The county clerk of the county in which a notary public resides or the county clerk of any county where such notary public shall have filed his autograph signature and certificate, as provided in section 6 of this act, shall, upon request, subjoin to any certificate of proof, acknowledgement or affidavit signed by the notary public, a certificate under the clerk's hand and seal stating that the notary public was at the time of taking such proof, acknowledgement or affidavit duly commissioned and sworn and residing in this State, and was as such an officer of this State duly authorized to take and certify said proof, acknowledgement or affidavit as well as to take and certify the proof or acknowledgement of deeds for the conveyance of lands, tenements or hereditaments and other instruments in writing to be recorded in this State; that said proof, acknowledgement or affidavit is duly executed and taken according to the laws of this State; that full faith and credit are and ought to be given to the official acts of the notary public, and that the county clerk is well acquainted with the handwriting of the notary public and believes the signature to the instrument to which the certificate is attached is his genuine signature.

§ 52:7-17. Fee

The Secretary of State shall, by regulation, fix a fee to be charged to each notary for the costs of printing and distribution to each applicant of a manual prescribing the powers, duties and responsibilities of a notary.

§ 52:7-18. Statement by notary public after change in name; filing; evidence of continuance of powers and privileges

After a notary public adopts a name different from that which he used at the time he was commissioned, and before he signs his name to any document which he is authorized or required to sign as notary public, he shall make and sign a statement in writing and under oath, on a form prescribed and furnished by the Secretary of State, setting out the circumstances under which he has adopted the new name. The statement shall set forth whether the new name has been adopted through marriage or by a change of name proceeding or otherwise, and such other information as the Secretary of State shall require.

The statement shall be filed in the office of the Secretary of State and in the office of the clerk of the county where he qualified as a notary public and in the office of the clerk of any county in which he may have filed a certificate of his commission and qualification.

Such statement, or a certified copy thereof, shall be evidence of the right of said notary public to continue to exercise the powers and privileges and perform the duties of a notary public in his changed and new name.

§ 52:7-19. Affixation of name

Each notary public, in addition to subscribing his autograph signature to any jurat upon the administration of any oath or the taking of any acknowledgement or proof, shall affix thereto his name in such a manner and by such means, including, but not limited to, printing, typing, or impressing by seal or mechanical stamp, as will enable the Secretary of State easily to read said name.

§ 52:7-20. Offenses resulting in non-appointment, no reappointment of notary public.

1. No person shall be appointed or reappointed a notary public if he has been convicted under the laws of this State of an offense involving dishonesty, including but not limited to a violation of section 1 of P.L.1997, c.1 (C.2C:21-31) or section 1 of P.L.1994, c.47 (C.2C:21-22), or of a crime of the second degree or above, but nothing in this section shall be deemed to supersede P.L.1968, c. 282 (C.2A:168A-1 et seq.).

§ 52:7-21. Conviction under laws of another state or United States; prohibition of appointment

No person shall be appointed a notary public if he has been convicted under the laws of another state, or of the United States, of an offense or crime involving dishonesty or which, if committed in this State, would be a crime of the second degree or above, but nothing in this section shall be deemed to supersede P.L.1968, c. 282 (C. 2A:168A-1 et seq.).