

BECOMING A NOTARY - MA


Presented by:

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Am I eligible to become a Notary in Massachusetts?

- ★ At least 18 years of age
 - ★ Live or work in the Commonwealth
 - ★ Criminal history? Professional misconduct?
 - ★ Have read Chapter 222 of the General Laws, as amended by Chapter 289 of the Acts of 2016, and agreed to comply with all of its terms
 - ★ Able to pay a fee of \$60
 - ★ Willing to swear under oath to uphold laws that govern your position
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How to Apply to Become a Notary in Massachusetts

- 1) Download and complete the application [Application](#)
 - a) Requires 4 signatures of known and respected members of your community (including at least one attorney in good standing)
 - b) Sign your application before a current notary
 - c) Attach a copy of your current, up-to-date resume
 - d) If you have a business card, staple it to the upper left corner of the first page of the application
- 2) Mail the entire completed application with all pages to:


Notary Public Office
Room 184, State House
Boston, MA 02133




How to apply...cont'd

- ★ Applicants must also read [Chapter 222 of the General Laws, as amended by Chapter 289 of the Acts of 2016,](#) and agree to comply with all of its terms.
- ★ If you have questions regarding the status of your notary application once you have submitted your application, please call the Governor's Council at (617) 725-4016.


How to Apply...cont'd

- ★ DO NOT SEND YOUR FEE WITH YOUR APPLICATION - You will be prompted to submit your fee at a later date once your application has been approved
 - ★ Approximate timeframe for processing is 18 days from date of mailing your application
 - ★ If approved, you will receive a notification by mail from the Secretary of the Commonwealth which will include instructions for being sworn in and how to pay your commission fee (\$60 paid to the Secretary of the Commonwealth)
 - ★ Go to designated office, pay your fee, and get sworn in
 - ★ Order your stamp and a fancy seal
 - ★ Celebrate, you are now a notary!
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That's it?!

- ★ Essentially, yes.
 - ★ You will receive your official approval with a notary card, rules, instructions, etc.
 - ★ You need to then purchase a notary stamp and/or seal (lots of vendors for this, go with what works for you)
 - ★ Journal/recordkeeping book to record notarial acts is strongly recommended as well per Governor's Executive Order 455. These are available online at the secretary of state website and at most retail office supply stores
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Now that I am a Notary, what do I need to know?

- ★ January 4, 2017 a new law governing standards of conduct for notaries public went into effect. The text of the new law is available at: www.mass.gov/notarylaw
 - ★ The Secretary of the Commonwealth maintains notaries public appointments. This office also administers the oaths of office to notaries public, justices of the peace and other gubernatorial appointments. If you have any questions concerning an appointment application, call the Governor's Executive Council at 617-725-4016.
 - ★ There is no single statewide office that receives complaints against notaries. Chapter 222, s.18 MGL empowers attorney general and district attorneys to prosecute any notary public violating the provisions of Chapter 222.
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What we can/cannot do at CLA/CWJC as a Notary?



SEE PDF

- *Acknowledgement v. Jurat
- *Things we do/don't do
- *Acceptable IDs
- *Complete NO-NOs

Virtual Notarization

- ★ Due to the ongoing public health situation, rules regarding notarizations have changed (Chapter 71 of the Acts of 2020). Authorization for virtual notarization has been extended through March 31, 2023 (Chapter 107 of the Acts of 2022).
- ★ On April 27, 2020, the Governor signed a new law into effect, “An Act Providing for Virtual Notarization to Address Challenges Related to COVID- 19,” now Chapter 71 of the Acts of 2020.
- ★ Section 6 of the bill limits the use of electronic video conference in real time for notarial acts to attorneys licensed in the Commonwealth of Massachusetts, or paralegals operating under the supervision of an attorney licensed in the Commonwealth of Massachusetts, for the following categories of documents:
 - Documents involved with a conveyance of title to real estate;
 - Wills;
 - Nominations of a guardian or conservator;
 - Caregiver authorization affidavits;
 - Trusts;
 - Durable powers of attorney; or
 - Health care proxies or authorizations under the federal Health Insurance Portability and Accountability Act of 1996.

What about Renewal Applications?


- ★ Renewal applications are automatically mailed to Massachusetts notaries five weeks prior to expiration of a notary's commission. Renewal applications are not available online.
- ★ Notaries must provide notice of change in name or address. If you have not received a renewal application it may be due to a change in your address. Massachusetts notaries must notify the Secretary of the Commonwealth of any change in "residence, business mailing address, or name" within ten days of that change. See Revised Executive Order No. 455, § 14. When submitting a change notification please include your current expiration date. Change of address notifications may be sent to the address below.

Secretary of the Commonwealth
Public Records Division
Commissions Section
McCormack Building
One Ashburton Place, Room 1719
Boston, MA 02108

Phone: 617-727-2836

Fax: 617-727-5914

Email: comm@sec.state.ma.us

- ★ Also \$60 commission fee, but same as initial application, not due until approval so do not send with your renewal application. You do not need the signatures, renewal application much less intensive
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Questions

Please contact the Public Records Division in the Secretary of State's Office at (617) 727-2836 if you need to:

- Renew your application
- Change your address
- Change the name on your Notary Commission
- Find out the expiration date of a Notary Commission
- Find the contact information for a Notary Public
- Order a new seal or new stamp

