



Office of the Secretary of State
 Operations Division
 Notary Processing Unit
 325 Don Gaspar - Suite 300
 Santa Fe, New Mexico 87503
 505.827.3600

Notification of Intent to Perform Electronic Notarial Act(s)

Please type or print legibly.

Applicant must be currently commissioned as an active New Mexico Notary Public, completed a course of instruction on electronic notarization and must have their electronic seal. Application must be typed or printed in black ink and signed by you, the Notary Public.

Note: Please remember that physical presence of a person whose signature is being electronically notarized is still required by law.

***Proof of completion of instruction on e-notarization must be attached with this application or application will be rejected.**

APPLICANT INFORMATION

Name of Notary Public, must be the same as you are **currently** commissioned with:

 First Last MI (only if commissioned with it)

Address: _____

City: _____ State: _____ Zip Code _____

Home Phone: _____ Business Phone _____

Notary Public Commission Expiration Date: _____

Notary Public's E-Mail Address: _____

Name of Vendor providing electronic seal: _____

Address of Vendor: _____
 City State Zip Code

Vendor Telephone Number with Area Code: _____

Vendor description of any needed instructions to allow signature to be read: _____

Vendor description of technology for electronic signature, certificate and seal: _____

Vendor description of any revocations, annulments or premature terminations due to your misuse or compromise of the device. _____

Starting and Expiration Date of electronic device's term: _____
 Start Date Expiration Date

Note:

(This is not your expiration date for your Notary Public Commission. This is the date, that your electronic notary seal vendor or Certificate of Authority has provided for the duration of use for your electronic notary seal.)

Affidavit of Applicant

I hereby swear or affirm under penalty of perjury that the information provided by me is true, accurate and complete. I understand that any falsifications may result in denial of approval.

Applicant Signature

State of New Mexico

County of _____

Subscribed and sworn to before me on this _____ of _____ 20____ by _____.

SEAL

Notary Public

CE: _____