



Louisiana SECRETARY OF STATE NANCY LANDRY



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NOTARY & CERTIFICATIONS

Notary

The Notary Division is for qualifying and registering applicants for the state notary exam, for commissioning notaries and ex officio notary filings, and for the receipt, filing and permanent retention of notary documents. The following filings are required under [Louisiana R.S. Title 35](#):

- Application to Qualify as Notary Public
- Notary Exam Registration
- Commission Documents, Parish Change, Name Change
- Notary Bond or Errors & Omissions renewals
- Annual Reports
- Ex Officio Notary filings

The Fundamentals in Louisiana Notarial Law and Practice, Official Examination Study Guide is available for purchase [online](#), by mail, fax or from our customer service desk.

You can also [view statistics](#) on the pass rates of previous notary exams.

Certifications

The Secretary of State's Office issues a variety of certifications ranging from apostilles and authentications of documents going to foreign countries to certifying copies of "Gold Seal" pardons, executive orders, bonds and signature registrations and living will declarations registrations certificates.

The two divisions of the Secretary of State's Office responsible for the issuance of these certificates are the Commissions Division and the Publications Division. The Commissions Division issues apostilles; issues authentications certificates; and certifies "Gold Seal" pardons, executive orders and proclamations. The Publications Division issues certificates for bond and signature registration, living will declarations registrations and Acts of the Louisiana Legislature as well as the Revised Statutes pertaining to Louisiana laws.

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[Click here for new guidance on voter registration drives, effective Aug. 1.](#)

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READ ADMINISTRATIVE RULES

The secretary of state has rule making authority under La. R.S. 36:742 and Louisiana notary law to promulgate administrative rules to provide more detail for certain notary and certifications laws passed by the Legislature that set broad policy. Visit the Division of Administration's website for more information about the [Louisiana Administrative Code](#).

[Title 46. Professional and Occupational Standards \(Part XLVI Notaries Public\)](#)

Permanent Rules

Title 46. Professional and Occupational Standards

[Part XLVI. Notaries Public](#)

Emergency Rules

None

Notice of Intent

Title 46. Professional and Occupational Standards

[Part XLVI. Remote Online Notarization \(Published 10.20.21\)](#)

Legislative Narrative Reports Submitted

Title 46. Professional and Occupational Standards

[Part XLVI. Notaries Public \(Submitted 9.4.13\)](#)

Public Hearings Scheduled

None

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HOW TO BECOME A LOUISIANA NOTARY

Any resident citizen or alien of the state, 18 years of age or older, may be appointed a notary public in and for the parish in which they reside provided that they meet the requirements established by [Louisiana R.S.35:191](#).

Notary applicants must be qualified by the Secretary of State's Office and, unless licensed to practice law in Louisiana, must complete the Notary Exam Pre-Assessment as well as take and pass the state notary exam. The pre-assessment is online and must be completed before an applicant can register for the state notary exam. The pre-assessment is mandatory, but only needs to be taken once. The state notary exam is given at least twice a year.

How to Qualify

To become an applicant, you are required to complete an [Application to Qualify](#). To qualify, you must:

- be registered to vote in the parish in which you seek commission;
- be a resident citizen or alien of this state;
- not have been convicted of a felony and not been pardoned;
- be able to read, write, speak and be sufficiently knowledgeable of the English language;
- be 18 years of age or older; and
- hold a high school diploma, a diploma for completion of a home study program approved by the State Board of Elementary and Secondary Education or a high school equivalency diploma issued after successfully completing the test of General Educational Development.

How to become Commissioned (For Attorneys after Approval of Application to qualify)

When your Application to Qualify is approved, you will receive a notification to submit your Commission documents. If you filed by paper, this notification would be sent via a letter mailed out. If you filed online, this notification would be sent via an email. Commission documents consist of an administered Oath of Office, Signature form, and Letter of good standing from the LA Supreme Court.

How to Register to Take the Exam Pre-Assessment

When Application to Qualify is approved, you will receive a notification to [register online](#) to take the mandatory Notary Exam Pre-Assessment. If you filed by paper, this notification would be sent via a letter mailed out. If you filed online, this notification would be sent via an email. (If you have previously taken the pre-assessment, you would proceed to register for the state notary exam directly.) When registration for the pre-assessment is complete, the LSU Center for Assessment and Evaluation will email you login instructions to complete the pre-assessment. Once this office receives your score from LSU OAE, you will be able to register for the state notary exam. This test is an evaluation and does not require a passing score for you to register for the state notary exam.

How to Register to Take the Exam

Once you have received a score on the Notary Exam Pre-Assessment, you can [register online](#) to take the state notary exam. The deadline to get your Application to Qualify, Notary Exam Pre-Assessment and Examination Registration completed is 30 days prior to the exam. Please take note that the Application to Qualify must be approved by the Secretary of State's Office and the Notary Exam Pre-Assessment registration and scoring process take approximately one week. It is, therefore, beneficial to the applicant to submit these well in advance of the deadline. Deadline to complete the Pre-Assessment is 37 days prior to the exam.

How to Prepare for the Exam

The Secretary of State publishes an official study guide for the exam. Entitled **Fundamentals of Louisiana Notarial Law and Practice**, the study guide contains the sources and materials from which the exam items are drawn. To purchase the study guide online, see [Purchase a Study Guide](#).

No course or class is required by law in order for you to take the exam, but we suggest you take a good course or join a good study group. Although the secretary of state does not recommend particular courses or instructors, we maintain a [list](#)

of registered and bonded notary exam preparation course providers. For more information, see the [Frequently Asked Questions](#) and the [Forms & Fee Schedule](#). You can also [send us a message](#) or call us at 225.922.0507.

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GET REQUIREMENTS FOR EX OFFICIO

Non-Resident Attorney Ex Officio Status (as per Louisiana R.S. 35:412)

- [Application for Non-Resident Ex officio](#)
- [Oath of Office](#), properly executed
- Certificate of good standing from the Louisiana Supreme Court issued within the past 30 days.
- [Official Signature page](#)
- Notary bond in the amount of \$10,000 approved by the parish Clerk of Court or Original Errors and Omissions policy in the amount of \$10,000
- \$35 filing fee

Completed documents should be mailed to the Secretary of State's office for filing. Applicants must apply separately for each parish in which he/she maintains an office.

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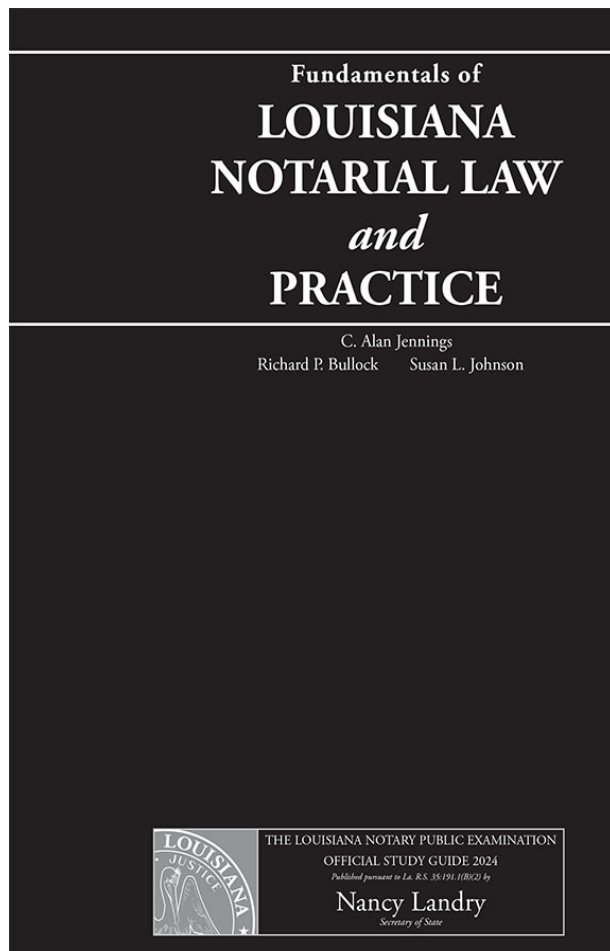
PREPARE FOR THE NOTARY EXAM

"Fundamentals of Louisiana Notarial Law and Practice"

Please note that the 2024 edition of the Fundamentals of Louisiana Notarial Law and Practice (Notary Study Guide) will be used to prepare for the January 11th 2025 exam only.

All other exam administrations in 2025 will use the 2025 edition of the notary study guide.

The 2024 edition of the Louisiana Notary Public examination official study guide is now available for purchase. [View the errata](#) for the 2024 edition.



The current edition of the study guide can be obtained from the Secretary of State's Office. You can [order the study guide online](#) using a credit card or bank account. You can also [complete an order form](#) and pay by check, money order or credit card. Order forms are accepted by mail with a check or money order or fax if you have a credit card saved to your online account. The cost of the study guide is \$100 and is non-refundable. Make checks payable to Secretary of State.

The study guide is sent via U.S. mail within 48 hours of receiving the order.

For current information about the examination, see [Get Exam Information](#).

No course or class is required by law in order for you to take the examination, but we suggest you take a course or join a study group. Although the Secretary of State does not recommend particular courses or instructors, we maintain the [list](#) of

registered and bonded notary exam preparatory course providers.

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GET EXAM INFORMATION

Notary Exam Schedule

Examination Date	Pre-Assessment Deadline	Registration Deadline	Notes
Jan 11, 2025 * See below	Dec 04, 2024	Dec 11, 2024	Pre-assessment registration and Notary Exam Registration are now open.

*January Exam Stipulations

Applicants may register for the January 11, 2025 administration of the examination beginning on Tuesday, October 1, 2024. If capacity issues prevent the testing sites from accommodating all registered applicants on January 11th, a second testing date will be held Saturday, January 25, 2025. **You must be available for both dates to register for the January 11, 2025 administration of the exam.** If capacity issues move your test date to the January 25, 2025 administration, there will be no refunds or rescheduling.

Please note that the 2024 edition of the Fundamentals of Louisiana Notarial Law and Practice (Notary Study Guide) will be used to prepare for the January 11th 2025 exam only.

The exam will be offered at LSU Baton Rouge and LSU Alexandria only. All other exam administrations in 2025 will use the 2025 edition of the notary study guide.

New Examination Applicants

Once the [Application to Qualify](#) has been approved by the Secretary of State's Office, the applicant must register for and take the online Notary Exam Pre-Assessment. After receiving a score for the pre-assessment, the applicant can register to take the state notary exam by filling out the [Examination Registration](#). The deadline to register for the state notary exam is 30 days prior to the exam. The applicant must both qualify and complete the pre-assessment at least 37 days prior to the exam.

Notary Pre-Assessment

The secretary of state, in conjunction with LSU Office of Testing and Evaluation Services (LSU OTES), has made available a test that will aid the applicant in the decision to take the Louisiana Notary Public Examination. Act 610 of the 2014 Regular Session made this test mandatory for non-attorney applicants.

This pre-assessment is designed to help an applicant make an informed decision about pursuing a notary commission in Louisiana. The work of Louisiana notaries is deeply rooted in Louisiana law--particularly the Louisiana Civil Code, the Code of Civil Procedure, and the Louisiana Revised Statutes. Like these codes and statutes, the official study guide is written at a reading level that corresponds to Level B on this assessment. Our research shows that the closer to Level A one scores, the greater one's likelihood of success on the exam. When considering what a pre-assessment score may suggest about one's prospects for passing the state notary exam, one should note that each level is based on averages and thus provides only a general estimate of an applicant's reading comprehension ability. Again, the score on the pre-assessment is provided with the intent of assisting an applicant in making an informed decision about pursuing a Louisiana notary commission. Regardless of the score or indicated reading level, applicants are not prohibited from taking the state notary exam any time it is administered and as many times as they wish to take the exam. Once an Application to Qualify has been approved, the applicant can [login and register](#) for the Notary Exam Pre-Assessment.

Note: The pre-assessment deadline is one week prior to the exam registration deadline.

Commissioned Notary Examination Applicants

Act 793 of 2006 Regular Session

- Provides for statewide jurisdiction for notaries who have taken and passed the state notary exam.
- Provides for any regularly commissioned notary public who was commissioned before the state exam was instituted to qualify for statewide jurisdiction by taking and passing the state exam.

To register for the examination, the applicant completes an Examination Registration Form and sends it to the Secretary of State's Office before the examination registration deadline, along with the \$100 examination registration fee.

Failure to pass the examination shall have no effect on the status of the commission of the notary.

Examination Schedule

Pursuant to Act 145 of the 2018 Regular Louisiana Legislative Session, the state notary exam will be administered by the secretary of state not less than twice per year. The next administration of the examination is listed on the top of this page.

The Secretary of State's Office must receive the Notary Examination Registration and the \$100 examination fee 30 days prior to the date of the examination. Registration for the Notary Exam Pre-Assessment will be closed 37 days prior to the date of the examination.

Examination Format and Item Sources for the 2024 Examinations

The examination is administered in one five-hour sitting. Applicants will read scenarios that are typical of notarial practice in Louisiana. Each scenario is accompanied by a library of documents referenced in the scenario. Applicants respond to multiple-choice items drawn from the content of the scenarios and based on information in the official study guide for the *Louisiana Notary Public Examination—Fundamentals of Louisiana Notarial Law and Practice*—published by the Secretary of State. The examination measures an applicant's critical and practical understanding of Louisiana notarial law and practice, including specific notarial acts and related instruments. In brief, it measures the applicant's ability to comprehend and apply the information in the study guide.

Applicants are permitted to bring the 2024 edition of *Fundamentals of Louisiana Notarial Law and Practice* into the testing room and reference it during the examination. Note the substantive information in earlier editions are no longer applicable to informed and accurate practice. Using any reference materials other than the 2024 edition of the study guide is considered an act of cheating and constitutes grounds for dismissal from the test.

To pass the examination, the applicant must correctly answer at least 75% of the items. Post-test statistical analysis of exam items, however, may provide a basis for adjusting the passing score.

Important Examination Day Information

If applicants elect to use the study guide during the examination, the pages may be marked up, highlighted or annotated. Attachments and inserts are not allowed, but pages may be tabbed. Examples of attachments and inserts are: (1) loose paper or similar material stored within the study guide, and (2) paper or similar material attached to any sheet of the study guide with staples, adhesive, etc.

Applicants are allowed to tab pages of the study guide, but these tabs must meet strict requirements. Tabs must be self-adhesive and must permanently attach to the edge of a page. Only one tab is allowed per page. Tabs must be no longer than two inches in length and must be of the clear plastic type ([view an image](#)). Labels may be inserted into the plastic of the tab to detail page content. Non-permanent, repositionable, or removable tabs are not allowed. Post-its, "sticky" tabs, "gummy" tabs, and sheet protectors are also not allowed.

Eating, drinking, and the use of tobacco or reading materials are not permitted in the testing room. The use of timers, cell phones, smart watches, pagers or electronic devices of any kind is strictly prohibited. Any such device must be turned off and not accessed until after testing concludes. If an applicant's phone or other communication device is activated (rings, vibrates, or its alarm goes off) or if an applicant uses such a device at any time during the test, including the break, the applicant will be dismissed and his or her answer documents will not be scored. No refund of testing fees will be issued. Any applicant exhibiting disruptive behavior may be dismissed.

Americans with Disabilities

Special accommodations requests may be approved for candidates who meet the requirements of the Americans with Disabilities Act of 1990. Supporting documentation from an attending physician or medical specialist is required. A request for a special accommodation must be submitted for each test date. A candidate who has acquired prior approval for a particular test date that has passed may not rely on that approval, but must re-apply for each separate test date for which the accommodation is requested. All medical documentation supporting the request must be received in the LSU Office of Testing and Evaluation Services (OTES) at least three weeks before the date of examination.

The documentation, which must be presented on letterhead stationery from the doctor, must specifically describe the accommodation request for the examinee. The medical documentation must be updated by the attending physician within

the previous six months. The information should be emailed to OTEs or faxed to 225.578.1162, and should include the applicant's email address, applicant ID number, and telephone number. LSU OTEs will evaluate all requests duly submitted by the three-week deadline and inform the candidate of the decision via email. A candidate approved for an accommodation must bring the approval letter to the assigned test site on the day of the examination in order to receive the accommodation. Candidates who have not been approved for a particular test date may not receive the requested accommodation.

Procedures for Review

La. R.S. 35:191.1 (A)(3) makes a provision for review of examinations.

All items presented on the test are subjected to post-test statistical analysis that may provide a basis for adjustments to the passing score. Additionally, at the test administration, applicants may request a form on which they may challenge the validity of any item as written.

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LOCATE A NOTARY EXAM PREP COURSE

Applicants are not required by law to take a course or instruction class in order for an applicant to take the notary exam. Although the Secretary of State does not recommend particular courses or instructors, the department does maintain a [list of registered and bonded notary exam preparatory course providers](#).

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VIEW SCHEDULED APPLICANTS

Notary Exam Applicant List

Exam Date: 10/19/2024

RANDI DELAPAZ
REBECCA MOORE
AMBER ROBERTSON
LETISHA RUSSELL
SHENEL SMITH
WANDA TAYLOR-SCOTT
APRYLL WALLIS
MARILYN WILLIAMS
SIMONE ZENON-FACIANE

TERREBONNE
TANGIPAHOA
TERREBONNE
TANGIPAHOA
TERREBONNE
JEFFERSON
TERREBONNE
EAST BATON ROUGE
ST. TAMMANY

Exam Date: 01/11/2025

ROBIN ABSHIRE
JAMES ADCOCK
LAUREN ALEXANDER
THERESE R. ALEXANDER
BRITTANY ANTIE
MELINDA ARABIE
RICKY ARBUCKLE
CRYSTAL ARCENEAUX
SHANA AUGUSTUS
SHANNON AUTHEMENT
JEFFERY BARNARD
KIARA BARROIS
KADRELL BATISTE
JORDYN BLAND
ROSE BOOKER
DANNA BOSTON
JORDAN BOUDREAUX
COURTNEY BOURGOYNE
NETOLIA BOXIE
CHARLOTTE BOYD
ASHLEY BOYTE
STEPHANIE BRADSHAW
CHAD BRETILLO
ALLISON BROUSSARD
SHARONDA BROWN
HEIDI BURCH
HEIDI BURGE
LINDSAY BURGESS
SHERRI BYAS
MICHELLE CALLOWAY
KELLY CAMBRE
CAMILLE CAMPBELL
JENNIFER CAMPBELL
NADIA CAMPBELL-JOHNSON
MICHELLE CARPENTER
RACHEL CARUSO
SHAWANDA CHARLES
KARLA CHATMON
MELISSA CHAUPPETTE
ANNA CHIASSON
CARLIE CHIRIBOGA
TARA CONE

JEFFERSON DAVIS
OUACHITA
EAST BATON ROUGE
ASCENSION
WEST BATON ROUGE
ACADIA
JEFFERSON
LIVINGSTON
EAST BATON ROUGE
LAFOURCHE
WEBSTER
ORLEANS
ORLEANS
ASSUMPTION
BOSSIER
ST. TAMMANY
LAFOURCHE
IBERVILLE
ST. LANDRY
OUACHITA
FRANKLIN
RAPIDES
BOSSIER
IBERIA
ORLEANS
ASCENSION
BOSSIER
CALCASIEU
JEFFERSON
ACADIA
TANGIPAHOA
LIVINGSTON
JEFFERSON
ST. JOHN THE BAPTIST
LIVINGSTON
ST. TAMMANY
ST. TAMMANY
ST. JOHN THE BAPTIST
PLAQUEMINES
JEFFERSON
ST. MARTIN
LIVINGSTON

MICHELLE COOPER
 TABITHA CORSON
 JORDAN CRAFT
 JAMIE CREED
 RENEE' CREPPEL
 PAIGE CRESPO
 BRETT CROSBY
 MOLLY DAROUSE
 ANNECIA DAY
 ESMERAY DE LA PAZ
 FAITH DECLOUETTE
 BRIANNA DEVAUX
 JAN DIAZ
 JANET DUGGAN
 LISA DUPLICHIN
 GORDON EATLEY
 MISTY EMEREL
 MELISSA ESCHETTE
 DANIELLE FOLKS
 ANGELA FORREST
 GLENDA FRANK
 LISA FREY
 REBECCA GARCIA
 KIMBERLY GARDNER
 ANNA GAUTREUX
 REBECCA GENTILE

JEFFERSON
 LAFAYETTE
 CALCASIEU
 LAFAYETTE
 LAFOURCHE
 JEFFERSON
 LAFOURCHE
 LIVINGSTON
 ASCENSION
 LIVINGSTON
 LAFAYETTE
 ASCENSION
 JEFFERSON
 TANGIPAHOA
 ACADIA
 LAFAYETTE
 OUACHITA
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FILE NOTARY DOCUMENTS

The secretary of state is aware that many transactions in the business and financial world are time sensitive. To better serve the public, the Notary Division provides online filings; forms for downloading; accepts filings by regular mail, express mail and fax; and a range of payment methods.

Walk-in Customer Service

The secretary of state offers customers the convenience of walk-in service. The office is at 8585 Archives Ave., Baton Rouge, LA 70809 and is located in the building behind the Louisiana State Archives. Hours are 8 a.m. to 4:30 p.m., Monday through Friday. Please try to arrive by 4 p.m. to give the employees enough time to complete the filing.

Fax Filing

The Notary Division accepts facsimile filings for notary documents. The original document must comply with the appropriate statutes, including signature requirements. A cover sheet or letter must be included containing the name and contact person, their phone number, the mailing address, the email address, and the last four digits of credit card on file for payment of the filing fee, and special instructions, if any. The following fax number can be used for transmitting notary documents for filing 225.932.5359.

Payment Methods

- Check (personal or business) All checks should be made payable to the Secretary of State
- Money order
- Cash (Cash should not be sent in the mail)
- Credit Card (Visa, Master Card, Discover and American Express)*

*Credit card payments are subject to an additional statutory convenience fee of \$5

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WHAT DO I FILE?

New Applications

- Complete an [Application to Qualify](#) (\$35 qualifying fee)
- [Register online](#) for the Notary Exam Pre-Assessment (\$30 test fee)
- [Register online](#) for the state notary exam (\$100 registration fee)
- Once an applicant has taken and passed the test, the following documents must be filed with the Secretary of State's Office in order to receive their notary commission (\$35 commission fee):
- Two [Oaths of Office](#), one to be filed with the secretary of state and the other with the parish clerk of court
- [Official Signature page](#)
- Original or Certified Copy of Notary Surety Bond or Personal Surety Bond approved by the parish clerk of court in the amount of \$10,000 or Original Errors and Omissions policy in the amount of \$10,000

New Applications (Attorney only)

- Complete an [Application to Qualify](#) (\$35 qualifying fee)
- Once an application has been approved, the following documents must be filed with the Secretary of State's Office in order to receive their notary commission (\$35 commission fee):
- Two [Oaths of Office](#), one to be filed with the secretary of state and the other with the parish clerk of court
- [Official Signature page](#)
- An original certificate of good standing from the [Louisiana Supreme Court](#) issued within the past 30 days

Parish Changes

- Complete an [Application to Qualify](#) (\$35 qualifying fee and \$35 commission fee)
- Two [Oaths of Office](#) to be filed with the secretary of state and parish clerk of court
- [Official Signature page](#)
- Original or Certified Copy of Notary Surety Bond, Personal Surety Bond approved by the parish clerk of court, Original Errors and Omissions policy or Rider for an existing surety bond approved by the parish clerk of court in the amount of \$10,000
- Attorneys do not file a notary bond

Name Changes

- Two [Oaths of Office](#) to be filed with the secretary of state and parish clerk of court
- Complete [Name change](#) form listing name on current commission, name on requested commission and reason for the name change (\$35 commission fee)
- [Official Signature page](#)
- Original or Certified Copy of Notary Surety Bond, Personal Surety Bond approved by the parish clerk of court, Original Errors and Omissions policy or Rider for an existing surety bond approved by the parish clerk of court in the amount of \$10,000
- Attorneys do not file a notary bond

Dual Commission

- Complete an Application to Qualify (\$35 qualifying fee and \$35 commission fee)
- Two [Oaths of Office](#) to be filed with the secretary of state and parish clerk of court
- [Official Signature page](#)
- Original or Certified Copy of Notary Surety Bond, Personal Surety Bond approved by the parish clerk of court, Original Errors and Omissions policy or Rider for an existing surety bond approved by the parish clerk of court in the amount of \$10,000

Note: Dual commissions can only be obtained for one other parish in which the applicant maintains an office and is not reciprocal with the existing commission. See [reciprocal parish list](#).

Bond Renewal

- Original or Certified Copy of Notary Surety Bond, Personal Surety Bond approved by the parish clerk of court or Original Errors and Omissions policy in the amount of \$10,000
- \$20 bond filing fee

Note: Surety bonds and errors and omissions policies are filed with the secretary of state every five years. Personal surety bonds expire at the death of the surety and must be renewed when such occurs.

Leave of Absence



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Application to Qualify for Appointment as Notary Public	\$35
Application for Non Resident Ex Officio Status	\$35
Commission Fee	\$35
Certificate of Notary Commission	\$20
Name Change	\$35
Notary Bond Renewal or Error & Omissions Renewal	\$20
Notary Exam Pre-Assessment	\$30
Notary Public Examination Registration	\$100
Notary Study Guide	\$100
Remote Online Notary Registration	\$100
Replacement ID Card	\$3
Replacement Notary Certificate	\$15
Notary Surety Bond	
Oath of Office	
Official Notarial Signature Form	
Personal Surety Bond	
Retirement Status Affidavit	
Complaint Alleging Unauthorized Exercise of Notarial Powers	
Special Handling Instructions	
Credit card payments are subject to an additional statutory convenience fee.	\$5

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Any notary may request the governor to grant a leave of absence if he or she is to be absent from the parish or state not to exceed 36 months. Provide this office with a letter requesting the leave, specifying the date notary is to be absent and date of return. This request will be forwarded to the Governor's Office for consideration.

Retirement Status

Provide this office with a written request for retirement status with an affidavit attesting to notary's age and certifying that he or she will no longer exercise the duties and functions of a notary while retirement status is in effect. Download [Retirement Status Affidavit Form](#).

Resignation

Any notary may resign his or her commission by signing a letter of resignation and forwarding it to this office. After resigning, the notary shall not exercise any duties or functions of a notary public and may become an active notary again only by completing the application process of his parish, including the exam if applicable.

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Louisiana Secretary of State

Nancy Landry

FREQUENTLY ASKED QUESTIONS

Are Louisiana notaries required to use a seal?

A Louisiana notary's signature is his seal.

When does a Louisiana notary's commission expire?

Notaries in Louisiana are commissioned for life pursuant to Attorney General Opinion 1940-42.

How can I find information on a Louisiana notary?

Our [Notary Database](#) contains current contact information on all notaries.

How do I become a Louisiana notary?

Notary applicants must be qualified by the office of the Secretary of State and be commissioned in the parish of their residence. Qualified notary applicants must take and pass the state notary examination unless they are licensed to practice law in Louisiana. See [Become a Louisiana Notary](#)

What are the qualifications of a Louisiana notary?

A notary must be a resident citizen (registered to vote in the parish of residence) or alien of the state, 18 years of age or older, and take and pass the statewide standardized exam administered by the Secretary of State. Anyone licensed to practice law in the state is exempt from the test. See Louisiana R.S. 35:191.

What is an Application to Qualification as a Notary Public?

An application proving age, residence and voter registration, attesting to the notary's good moral character, integrity, competency and sober habits and finds a person competent and possessed of the necessary qualifications to be a notary after the notary examination has been passed. The qualifying fee is a separate \$35 fee.

Do I have to take a course or class?

No class or course is required by law.

How do I find a course or class to help me prepare for the exam?

All providers of examination preparation for the State Notary exam are required to register with the Secretary of State. See [Notary Education Provider Information](#) for a list of all registered providers.

Who gives the exam in my parish?

The Secretary of State administers the exam regionally at least twice a year.

What do I do after I pass the exam?

In order to be commissioned by the Secretary of State on behalf of the Governor, the following documents are required.

- Oath of Office
- Official Signature
- \$10,000 Notary Bond **or** Errors and Omissions Policy **or** Personal Surety
- \$35 commission filing fee

What are the bond requirements?

Notary Surety Bonds, Errors and Omissions policies and Personal Surety Bonds are required by law to be in the amount of \$10,000. Surety Bonds and Errors and Omissions policies must be renewed every 5 years. A \$20 filing fee is required. Personal Surety Bonds expire upon cancellation or death of the surety.

Do I need to wait until I receive my commission certificate from the Secretary of State to notarize?

No, you may start on your commission date which can be obtained from the [Notary Public Database](#).

If I work in a parish other than my residence parish, can I still notarize in that parish?

There are groups of reciprocal parishes created by the legislature. See [Louisiana R.S. Title 35:191](#) for more information. The reciprocal agreement allows a validly appointed notary in a parish authorization to exercise any and all functions of a notary in the [reciprocal parishes](#) without additional bonding or examination.

I have moved to another parish. Do I need to transfer my commission?

Yes, if you change your parish of residence you must change your commission to that parish. See [What do I file](#).

I have moved to a parish which is in my reciprocal group. Do I need to transfer my commission?

Yes, even though the parishes have a reciprocal agreement, you must be commissioned in your parish of residence. See [File Documents Online](#).

How do I change the address on my commission?

Send the changes to this office online, mail, fax or send us a message:
Notary Division
P.O. Box 94125
Baton Rouge, LA 70804-9125
Telephone: 225.925.4704
Facsimile: 225.932-5359

How do I change the name on my commission?

Execute another oath with the new name, change the name on your bond, supply us with an official signature page and a name change affidavit with the \$35 fee. See [What do I file?](#)

I recently moved to Louisiana, can my notary commission be transferred?

No, Louisiana R.S. 35:191 requires that you take and pass a written exam administered by the Secretary of State. This exam cannot be waived because you were a notary in another state.

Since attorney-notaries have statewide notarial powers, are they required to transfer their commission if they move from their parish of commission?

Yes, although attorney-notaries have statewide jurisdiction, the commission is for their parish of residence. See [What do I file?](#)

Why is my notary status suspended on the Notary Database?

The suspended status refers to an expired bond or a past due annual report.

Supply this office with an original or certified true copy of your bond signed by the clerk of court in your parish or an original or certified true copy of your Errors and Omission policy with a check or money order for the \$20 filing fee.

OR

File your current and any past due annual reports.

If you have a Personal Surety and it is not indicated on the Notary Database, please supply us with the correct information.

What can a notary charge for his services?

Louisiana does not have a statutory fee schedule which would determine or limit what a notary can charge for his services.

Can I get an extra or replacement commission certificate?

Yes, send a request along with a check or money order for \$15 to this office or submit a request online. See [File Documents Online](#)

I have a document(s) going out of the country that has to be certified (apostilled, state sealed, authenticated). What do I need to do?

Documents going to another country require certification by the Secretary of State. The Commissions Division certifies the signature of the acknowledging Louisiana official. The fee is \$20 per certificate and \$10 for adoption certificates issued. Documents are normally processed and returned within 24 hours.



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SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in [reciprocal parishes](#) without additional bonding or examination.

You can also download information about all notaries on file. For more information, see [Notary Bulk Data](#).

Notary Search

Search For:

Name Zip Code Notary Number Bar Roll number

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Remote Online Notarization

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RECIPROCAL PARISHES

RECIPROCAL PARISHES	
A practicing notary in a parish may notarize in the group of parishes listed below without additional bonding or examination:	
1.	ACADIA, EVANGELINE, ST. LANDRY
2.	ACADIA, LAFAYETTE, VERMILION
3.	ALLEN, BEAUREGARD, CALCASIEU, CAMERON, JEFFERSON DAVIS, VERNON
4.	ASCENSION, EAST BATON ROUGE, EAST FELICIANA, IBERVILLE, LIVINGSTON, POINTE COUPEE, WEST BATON ROUGE, WEST FELICIANA
5.	ASSUMPTION, LAFOURCHE, ST. MARY, TERREBONNE
6.	AVOYELLES, GRANT, RAPIDES
7.	BIENVILLE, CALDWELL, EAST CARROLL, FRANKLIN, JACKSON, LINCOLN, MADISON, MOREHOUSE, OUACHITA, RICHLAND, UNION, WEST CARROLL
8.	BIENVILLE, BOSSIER, CADDO, CLAIBORNE, DESOTO, WEBSTER
9.	CATAHOULA, CONCORDIA
10.	JEFFERSON, ORLEANS, PLAQUEMINES, ST. BERNARD
11.	IBERIA, ST. MARTIN, ST. MARY
12.	LAFAYETTE, ST. LANDRY
13.	LIVINGSTON, ST. HELENA, TANGIPAHOA
14.	IBERIA, VERMILION
15.	BIENVILLE, NATCHITOCHE, RED RIVER, SABINE, VERNON, WINN

PARISHES BY RECIPROCAL GROUP			
Parish	Group No.	Parish	Group No.
01-ACADIA	1, 2	33-MADISON	7
02-ALLEN	3	34-MOREHOUSE	7
03-ASCENSION	4	35-NATCHITOCHE	15
04-ASSUMPTION	5	36-ORLEANS	10
05-AVOYELLES	6	37-OUACHITA	7
06-BEAUREGARD	3	38-PLAQUEMINES	10
07-BIENVILLE	7, 8, 15	39-POINTE COUPEE	4
08-BOSSIER	8	40-RAPIDES	6
09-CADDO	8	41-RED RIVER	15
10-CALCASIEU	3	42-RICHLAND	7
11-CALDWELL	7	43-SABINE	15
12-CAMERON	3	44-ST. BERNARD	10
13-CATAHOULA	9	45-ST. CHARLES	NONE
14-CLAIBORNE	8	46-ST. HELENA	13
15-CONCORDIA	9	47-ST. JAMES	NONE
16-DESOTO	8	48-ST. JOHN THE BAPTIST	NONE
17-EAST BATON ROUGE	4	49-ST. LANDRY	1, 12
18-EAST CARROLL	7	50-ST. MARTIN	11
19-EAST FELICIANA	4	51-ST. MARY	5, 11
20-EVANGELINE	1	52-ST. TAMMANY	NONE
21-FRANKLIN	7	53-TANGIPAHOA	13
22-GRANT	6	54-TENSAS	NONE
23-IBERIA	11, 14	55-TERREBONNE	5
24-IBERVILLE	4	56-UNION	7

25-JACKSON	7	57-VERMILION	2, 14
26-JEFFERSON	10	58-VERNON	3, 15
27-JEFFERSON DAVIS	3	59-WASHINGTON	NONE
28-LAFAYETTE	2, 12	60-WEBSTER	8
29-LAFOURCHE	5	61-WEST BATON ROUGE	4
30-LASALLE	NONE	62-WEST CARROLL	7
31-LINCOLN	7	63-WEST FELICIANA	4
32-LIVINGSTON	4, 13	64-WINN	15

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NOTARY BULK DATA

Notary bulk data files are updated weekly.

[About Notary Bulk Data](#)

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NOTARY EDUCATION PROVIDER INFORMATION

Provider annual reports were no longer required as of June 2020.

Notary Provider Registry List

A + PELICAN STATE NOTARY TM - NOTARY CLASS

Provider Representative: JOSEPH H. JONES
Type: Corporation
Mailing Address: P.O. BOX 850533 , NEW ORLEANS, LA 70185
 4747 West Napoleon Avenue , Metairie, LA 70001
Site Address: 120 Rue Beauregard , Lafayette, LA 70508
Site Address: 845 Girod St. , Mandeville, LA 70448
Site Address: 7711 Goodwood Blvd. , Baton Rouge, LA 70506
Phone: 504.534.5897
Web Site: PELICANSTATENOTARY.BLOGSPOT.COM
E Mail: ON FILE
Instructor(s): JOSEPH JONES, JR.
Method Of Instruction: Classroom, Correspondence, Electronic, ONLINE
Most Recent Course Hours: 49
Most Recent Course Cost: \$577.00
Bond Expiration Date: 09/14/2025
2024 Registration Filed: Yes
2023 Registration Filed: Yes
Jun. 2024 Report Filed: No

ALAN CHILDRESS/QUID PRO, LLC

Provider Representative: STEVEN ALAN CHILDRESS
Type: LLC
Mailing Address: 427 N. THEARD ST. SUITE 221, COVINGTON, LA 70433
Site Address: 427 N. Theard St. Ste. 221, Covington, LA 70433
Phone: 504.717.3890
Web Site: WWW.NOTARYSIDEPIECE.COM
E Mail: ON FILE
Instructor(s): STEVEN ALAN CHILDRESS #158874 - MICHELE P. CHILDRESS 66046
Method Of Instruction: Electronic, ZOOM
Most Recent Course Hours: 38
Most Recent Course Cost: \$515.00
Bond Expiration Date: 05/07/2025
2024 Registration Filed: Yes
2023 Registration Filed: Yes
Jun. 2024 Report Filed: No

BATON ROUGE COMMUNITY COLLEGE

Provider Representative: HOWARD VEEDER
Type: State Chartered Educational Institution
Mailing Address: 201 COMMUNITY COLLEGE DRIVE , BATON ROUGE, LA 70806
Site Address: 3250 N. Acadian Thruway E. , Baton Rouge, LA 70805
Phone: 225.216.8239
Web Site: WWW.MYBRCC.EDU
E Mail: ON FILE
Instructor(s): SCOTT WILFONG
Method Of Instruction: Classroom
Most Recent Course Hours: 45
Most Recent Course Cost: \$725.00
Bond Expiration Date: Exempt
2024 Registration Filed: No
2023 Registration Filed: No

Jun. 2024 Report Filed: No

BOSSIER PARISH COMMUNITY COLLEGE

Provider Representative: DEBBIE WOODS
Type: State Chartered Educational Institution
Site Address: 6220 EAST TEXAS STREET Bldg D , BOSSIER CITY, LA 71111
Mailing Address: 6220 EAST TEXAS STREET BLDG D, BOSSIER CITY, LA 71111
Phone: 318.678.6015
Web Site: WWW.BPCC.EDU/CONTINUINGEDUCATION
E Mail: ON FILE
Instructor(s): JOSHUA CLAYTON 84059
Method Of Instruction: Classroom
Most Recent Course Hours: 37
Most Recent Course Cost: \$549.00
Bond Expiration Date: Exempt
2024 Registration Filed: Yes
2023 Registration Filed: Yes
Jun. 2024 Report Filed: No

CULTIVATED DEVELOPMENT AND TRAINING, LLC

Provider Representative: LASHONA DICKERSON
Type: LLC
Mailing Address: 105 ST. DYLAN CIRCLE , CANKTON, LA 70584
Site Address: 209 Garfield St. , Lafayette, LA 70503
Phone: 337.356.6547
Web Site: WWW.CULTIVATEDDEVELOPMENT.COM
E Mail: ON FILE
Instructor(s): LASHONA DICKERSON 154946

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REGISTER AS AN EDUCATION PROVIDER

[Act 80 \(SB 151\) of the 2009 Regular Session](#) effective Jan. 1, 2010

Requirement for all providers of notary examination preparation to register with the Secretary of State's Office.

Related Forms

- [Educational Services Bond Form](#)
- [Notary Instruction Provider Registration Form](#)

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BECOME A RON NOTARY

Due to the enactment of the Remote Online Notarization Act (R.S. 35:621 et. seq.), Louisiana began to allow notaries to register for remote online notarization (RON) on February 1, 2022.

The duly appointed and commissioned notary public, residing in Louisiana, who holds a current commission may be authorized to perform remote online notarizations upon approval from this office. To be authorized, you must complete the following steps:

1. Complete an [online instruction course](#) and pass a quiz. Obtain a PDF copy of the certificate to show successful completion of this course and quiz.
2. Determine the type of technology to be used to perform remote online notarizations and select a remote notary technology provider. You may opt for a provider from our [List of Remote Notarization Technology Providers](#). The notary may select more than one provider.
3. Complete the RON registration via your [online notary account](#) and upload the certificate of completion for the quiz requirement. The attachment must be uploaded as a PDF. The one-time filing fee is \$100 and is unrelated to any fees charged by the provider.
4. The notary and selected provider work together directly to obtain and pay for a remote notary technology.
5. Once the RON registration has been approved, the notary's record will be updated to show that the notary has been authorized to perform remote online notarizations.

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TECHNOLOGY PROVIDERS

It is the responsibility of the Notary to verify the technology, qualifications, usability and fees of any provider.

If you would like to be a registered RON Provider in Louisiana, please submit the [Remote Online Notarization Provider form](#) via fax at 225.932.5359, mail to P.O. Box 94125, Baton Rouge, LA 70804 or email at notaries@sos.la.gov. If you are not already registered to do business in Louisiana, you will also need to submit a Certificate of Authority form. This form can be filed online at geauxBIZ.com.

List of Remote Online Notary Technology Providers

Name	URL
CYBERIZEIT.COM	https://notary.cyberizeit.com
Pavaso	https://www.pavaso.com
Stavvy	https://www.stavvy.com
DocVerify	https://www.docverify.com/
PandaDoc	https://www.pandadoc.com/notary
SIGNIX	https://www.signix.com
Smart eNotary	https://www.smartenotary.com
eSign Events	https://www.simplifile.com/e-sign
Nexsys Clear Sign	https://www.amrock.com/applications-and-services/clear-sign
OnlineNotary, Inc.	https://www.onlinenotary.us
DocMagic Total eClose	https://www.docmagic.com
OneSpan Notary	https://www.onespan.com
NotaryCam, Inc	https://secure.notarycam.com/
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Louisiana Secretary of State

Nancy Landry

FREQUENTLY ASKED QUESTIONS

What is Remote Notarization?

Remote notarization is when a signer personally appears before the notary at the time of the notarization using audio-visual technology over the internet instead of being physically present in the same room.

How does Remote Notarization work?

The signer will contact a notary or a Remote Online Notarization (RON) service provider. The signer's document is usually in electronic format and is uploaded onto the RON platform. The signer's identity is verified according to the requirements set forth in Louisiana Administrative Rules. The notary and the signer communicate using audio visual technology. Once the signer's identity has been verified and all other requirements completed, the signer and the notary sign the documents electronically and the notary affixes an electronic seal. The RON platform creates an electronic journal entry and records the notarization using audio visual technology.

Will I need to purchase an additional bond?

No additional bond is required at this time.

Can I perform notarizations for someone that is in another country?

Yes. You can perform a remote notarization for someone who is in another country as long as you are located within the physical limits of your jurisdiction. For instance, if you do not have statewide jurisdiction, you can perform remote notarizations only when you are physically located in the parish of your commission or a parish that is reciprocal.

Can I be commissioned as a Remote Online Notary if I do not have a current notary commission?

You cannot be commissioned as an electronic notary if you do not have a current notary commission. You must first become a traditional notary, then apply to become a remote notary.

Can I perform remote notarizations for someone who is in Louisiana, while I'm on vacation in another state?

No. You can perform a remote notarization only when you are within the physical limits of your jurisdiction. You must be physically located in a parish in which you are commissioned.

How soon can I be commissioned as a remote notary?

Upon receipt of your application, uploaded certificate (proof of completion of training/passing of quiz), and submission of the required fee, you will receive a letter. It is then the notary's responsibility to contact a technology provider or providers. Please refer to our list of [Remote Notarization Technology Providers](#).



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CERTIFICATIONS BY SECRETARY OF STATE

The Secretary of State Office issues a variety of certifications ranging from Apostille and Authentications of documents going to foreign countries to certifying copies of "Gold Seal" pardons, executive orders, bonds and signature registrations, and living will declarations registration certificates. The two Divisions of the Secretary of State Office responsible for the issuance of these certificates are the Commissions Division which issues Apostilles and Authentication certificates and certifies "Gold Seal" pardons, executive orders and proclamations; and Elections Services, which issues certificates for bond and signature registration, living will declarations registration, Acts of the Louisiana Legislature, as well as the Revised Statutes pertaining to Louisiana laws.

The Commercial Division also issues certificates on all documents and instruments recorded with the Secretary of State Commercial Division related to corporations, limited liability companies, limited liability partnership, etc. See "Authenticate Louisiana Business Documents" for more information.

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AUTHENTICATE SIGNATURES OF LOUISIANA OFFICIALS**Apostille and Authentication Certificates**

Representatives from various nations met on Oct. 5, 1961 at the Hague in Holland to discuss international law. At this meeting, the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents (known as the "Hague Convention") was formed. Since then, more than 60 countries have joined the Hague Convention, including the United States of America. A designated official from each country, or subdivision of that country, is responsible for authenticating notarized documents.

Documents which are notarized and forwarded to another country require verification or legalization of the notary's signature and official title prior to their acceptance by the foreign embassy or consulate of that country. The treaty allows the issuance of a single document known as an "apostille," a French word meaning "note." Non-member countries receive a "Certificate of Authentication." Both fully entitle the notarized document to be recognized by the foreign country. View a [complete list of foreign countries that require apostille certificates](#). All other countries use the Certificate of Authentication.

What are the effects of an apostille?

An apostille only certifies the authenticity of the signature or seal of the person or authority that signed or sealed the public document and the capacity in which it was done.

Apostilles do not certify the content of the public document to which it relates. They do not grant authority and they do not give any additional weight to the content of the underlying documents. An apostille may never be used for the recognition of a document in the country where that document was issued. Apostilles are strictly for use of public documents abroad.

Apostilles will not be issued for documents intended for use within the United States.

One of the many functions of the Louisiana Department of State is to issue apostilles and certificates of authentication. Our office determines which document is required for legalization using updated information directly from the Hague Convention on Private International Law. Our office certifies the signature of the acknowledging Louisiana official e.g., notary publics, clerks of court, deputy clerks of court, ex-officio notary, sheriffs, deputy sheriffs, judges, justices of the peace and the registrar of vital records which are affixed to State of Louisiana documents only. We also certify official transcripts and diplomas signed by Louisiana state accredited university registrars, presidents, deans, etc.

In order for the Secretary of State to authenticate your document, our office will need:

- The original document which requires legalization
 - Documents issued by the Clerks of court and the Louisiana Department of Vital Records do not have to be notarized for legalization. We cannot accept photocopies of these records. To order a birth or death certificate, please contact the [Department of Vital Records](#).
 - Documents that are not issued with a certification, or are certified by individuals who are not on record with the Louisiana Secretary of State, must be notarized by a Louisiana Public Notary for us to accept them for legalization.
 - Notarized documents must fully comply with Louisiana Notary Law or the document will be returned for correction. The printed name of the notary and their notary identification number must appear beneath their signature.
- The fee is \$20 per document. The fee is reduced to \$10 per document if the content is related to an adoption. We may require corroborating evidence to show that your documents are related to an adoption.

We process documents for walk-in service Monday to Friday from 8:00am to 4:00pm, except on state holidays and office closures.

Mail in service is accepted. When using our mail-in service additional items will be required. These items are:

- A written request for legalization of your document stating the country to which the document will be sent. Please include a daytime telephone number so that we may resolve any issues that would prevent us from authenticating your document. An [authentication request form](#) has been created to help with this requirement.
- A pre-paid mailing envelope or a completed return label must be provided for us to return your documents by courier service. We do not pay for return courier service.
 - Please do not list the Secretary of State's address on the return label.
 - For mail sent via USPS please use the following address:

Louisiana Secretary of State
Commissions Division
P.O. Box 94125
Baton Rouge, LA 70804-9125

- For mail sent via FedEx, UPS, or DHL please use our physical address:

Louisiana Secretary of State
Commissions Division
8585 Archives Ave.
Baton Rouge, LA 70809

If you have any questions please contact the Commissions Division by email to commissions@sos.la.gov or by phone at (225) 922-0330.

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AUTHENTICATE LOUISIANA BUSINESS DOCUMENTS

What is an Apostille?

An "apostille" is a form of authentication issued for documents that will be used in countries that participate in the Hague Convention of 1961. A [list of countries](#) that accept apostilles is provided by the U.S. State Department. If the country where the documents will be used does not participate in the Hague Convention, those documents can be "authenticated" or "certified."

The Commercial Division provides apostille and authentication service to U.S. citizens and foreign nationals for documents and instruments recorded with the Secretary of State's Commercial Division relating to partnerships, corporations, limited liability companies, limited liability partnerships, trade names, etc. that will be used overseas.

Requests for an apostille of documents on file in the Secretary of State's Commercial Division may be obtained by written request, mailed to P.O. Box 94125, Baton Rouge, LA 70804 or faxed to 225.932.5313. The fee for authenticating Louisiana business documents is \$20. For more information on authenticating Louisiana business documents, contact our office at 225.925.4704 or [send us a message](#).

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ORDER A CERTIFICATE OF A PARDON

Pardons (sometimes called a "Gold Seal")

The governor issues and signs pardons, and our office attests to the governor's signature by affixing the signature of the secretary of state. The secretary of state maintains records on "Gold Seal" pardons issued by the governor. First offender pardons (sometimes called "Automatic First Offender" pardons) are handled by the probation and parole offices in the judicial district in which the offense occurred. For information on automatic first offender pardons, please call the appropriate probation and parole office.

To order certified copies of pardons, please send your request to the Secretary of State Commissions Division at P. O. Box 94125, Baton Rouge, LA 70804 or you may also order by calling 225.922.0330. The fee is \$20 for each certificate. We accept Visa, MasterCard, American Express and Discover credit cards. For credit card orders taken by telephone or email, an additional fee of \$5.00 is required, per state law.

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OTHER CERTIFICATES

Executive Orders and Proclamations

The governor issues and signs [executive orders and proclamations](#) and our office attests to the governor's signature by affixing the secretary of state's signature. The Commissions Division maintains records on each executive order and proclamation issued by the governor. Elections Services is responsible for publishing all election and state of emergency proclamations either in the Official State Journal or in the Official Parish Journal, as appropriate.

Certified copies of these documents are available upon request. The fee is \$20 per certificate. Please call the Commissions Division at 225.922.0330 or [send us a message](#).

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For additional information about the services provided by the Commissions, Notary or Elections Services, please use the following directory to contact them directly:

Commissions Division

225.922.0330
225.922.0945 fax

Notary Division

225.922.0507
225.932.5359 fax

Elections Services

225.922.0900
225.922.0197 fax

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