

Clerk's Office, Circuit Court of Fairfax County
NOTARY INFORMATION

TO BECOME A NOTARY OR TO RENEW YOUR APPOINTMENT YOU MUST

1. Be at least 18 years of age;
2. Live or work in Virginia; and
3. Read and write English.

In an effort to assist Notary applicants, the Fairfax County Circuit Court offers an alternative to the instructions that are provided on the Commonwealth of Virginia Notary Application Form. They are as follows:

1. Complete Parts 1, 2, and 3 of the *APPLICATION FOR APPOINTMENT AS NOTARY PUBLIC*. Mail your application along with a check for \$35.00 made payable to the "Treasurer of Virginia" to:
Fairfax County Circuit Court
Attention: Notary applications
4110 Chain Bridge Road
Fairfax, Virginia 22030

A Deputy Clerk will complete Part 4 of your application and will forward the form along with the check to the Secretary of the Commonwealth in Richmond.

**PARTS 1, 2, AND 3 MUST BE COMPLETED
PRIOR TO SUBMITTING YOUR APPLICATION
TO THE CLERK
OR YOUR APPLICATION WILL BE RETURNED.**

2. In approximately four to six weeks, a letter will be sent to you from the Secretary of the Commonwealth stating that your commission has been processed. Upon receipt of this letter, please wait three business days and then call the Clerk's Office to confirm that we have received your commission. The phone number is 691-7320 press 3, 6, 0.
3. After receiving this confirmation, come to the Public Services Counter on the Third Floor of the Judicial Center to take your oath and receive your commission. You will be required to present photo identification such as operators license, passport or military identification. Your name on your identification presented to the Clerk must match the name on your commission. Ten dollars (\$10.00) will be due at that time. You may pay in cash or by check made payable to "Clerk of the Court."

The Circuit Court Clerk's Office is located at:

The Fairfax County Judicial Center/Jennings Building
Third Floor, Public Services Division
4110 Chain Bridge Road
Fairfax, Virginia 22030
Phone: (703) 691-7320
Hours: 8:00 A.M. to 4:00 P.M. Monday through Friday

- * Virginia notaries are not required to post a bond in order to obtain their commission. However, due to changes made in the civil liability of notaries by the Virginia Notary Act of 1980, all notaries may wish to consider liability insurance for their own protection. Notaries who perform notarial duties in connection with their employment should consult their employer to determine whether they are covered, or could be covered by the employer's policy.

RENEWALS: There is not a renewal process. You must file a new application prior to the expiration of your commission. Please remember it takes approximately four to six weeks to process a Notary Application by the Secretary of the Commonwealth.

Commonwealth of Virginia
Secretary of the Commonwealth

Application For Appointment As Notary Public

Instructions:

1. PRINT LEGIBLY OR TYPE ALL ANSWERS. PLEASE COMPLETE APPLICATION FRONT AND BACK.
2. Part 2 must be completed by an official empowered to administer oaths, e.g. a Notary, Clerk, or Deputy Clerk of a Virginia Court.
3. Part 3 must be completed by two (2) registered voters of the Commonwealth of Virginia.
4. Part 4 must be completed by one of the following: Judge, Clerk or Deputy Clerk of any court of this Commonwealth; a Commonwealth's Attorney or an Assistant Commonwealth's Attorney; the Attorney General or any of his/her Assistants; or a member of the General Assembly. Except for those listed herein, no other public official may sign Part 4.
5. Make check or money order for \$35.00 to the Treasurer of Virginia.
6. Return this application completed in full and your check or money order to: Notary Clerk, Office of the Secretary of the Commonwealth, Post Office Box 1795, Richmond, VA 23218-1795.

Part 1: (Please circle one: Male, Female)

1. Name: _____ 2. _____
As your commission will read (Extra Charge if Changed after Processing) *Social Security Number*
3. Mailing Address: _____
Number & Street or Post Office Box City/Town Zip Code
4. Present Employer: _____
5. Office Address: _____
Number & Street or Post Office Box City/Town Zip Code
6. Occupation: _____
7. _____ 8. _____ 9. _____
Circuit Court in which you wish to qualify. Home Telephone Number Work Telephone Number

10. Please Check:

Yes No

Are you at least 18 years old? Date of Birth: ___/___/___

Do you read and write English?

Have you ever been convicted of a felony? Provide Date(s), Court(s), and Offense(s) for each felony conviction,

If yes:

_____ Date(s) of Conviction(s) Court(s) Offense(s)

Have your Civil Rights been Restored by a Governor following felony conviction(s)? If yes, please provide documentation of your Restoration of Rights with your application.

Are you currently serving as a Notary Public in Virginia?

The Certificate evidencing your appointment as Notary Public contains the following words: "... in the year of our Lord..." If you would like to have these words omitted from your certificate, check this box.

Part 2:

I the undersigned Applicant do hereby swear (or affirm) that the information supplied herein is true and complete, to the best of my knowledge and belief.

Signature of Applicant

City/County of _____

State/Commonwealth of _____

Acknowledged and Sworn to before me this _____ day of _____, 200 _____

Signature of Notary, Clerk, or Deputy Clerk

Expiration Date

Official Title

Part 3: ENDORSEMENTS (Must be two registered voters of the Commonwealth of Virginia. A notary may not perform any notarial act with respect to any document if the notary is a party to the document. An Endorser may not be the Notary who notarized the Applicant's signature.)

I, the undersigned, a registered voter of the Commonwealth of Virginia, do hereby declare, to the best of my knowledge, that the Applicant is of sound moral character and is able to read and write the English Language.

I, the undersigned, a registered voter of the Commonwealth of Virginia, do hereby declare, to the best of my knowledge, that the Applicant is of sound moral character and is able to read and write the English Language.

Signature of Endorser

Signature of Endorser

Printed Name of Endorser

Printed Name of Endorser

Registered Voter in the City/County of _____

Registered Voter in the City/County of _____

Part 4: RECOMMENDATION (Must be a Judge, Clerk or Deputy Clerk of any court of this Commonwealth; a Commonwealth's Attorney or an Assistant Commonwealth's Attorney court; the Attorney General or any his/her Assistants; or a member of the General Assembly.)

I have examined this application and recommend the Applicant for appointment as Notary Public.

Name of Official (Please Print)

Signature of Official

Title of Official

Date

NOTE: By law, you must claim your commission within 60 days after it is issued. If you fail to do so the commission becomes void, and you must submit a new application and a new fee to become a Notary.

You should receive notice that your commission has been issued within six or seven weeks. If you have not received such a notice by the end of seven weeks, check with the Secretary of the Commonwealth's Office by calling (804) 786-2441 or by writing through e-mail to socmail@governor.virginia.gov

Sometimes, notices are lost in the mail. It is up to you to check with the Secretary of the Commonwealth, if your notice is overdue. Failure to receive a notice will not permit you to receive a commission after the 60-day period has expired.

*The Commonwealth of Virginia requests that each Notary Public Applicant submit a Social Security Number on a voluntary basis. This number is used as a unique number for the applicant and recipient identification in processing forms for application and appointment.

(Public Law 93-579, referred to as the Federal Privacy Act, became effective September 27, 1975. Section 6(b) of this law requires that any Federal, State or Local Agency which requests an individual to disclose his/her Social Security Number inform the individual whether that disclosure is mandatory or voluntary, by which statutory or other authority the number is solicited, and what uses could be made of it.)*