

SUBJECT: Notary Public

The Continuing Education Division of Lenoir Community College will offer a Notary Public Education course from 6:00 pm – 9:30 pm on Tuesday, August 12, 2008 and Thursday August 14, 2008, in Room 129 of the Bullock Building.

This course is required of all individuals who wish to be commissioned as Notaries Public in North Carolina. In order to be commissioned, individuals must attend both sessions of the course and purchase a NOTARY PUBLIC GUIDE BOOK and meet the following qualifications:

1. Must be at least 18 years of age or legally emancipated
2. Reside or have a regular place of work in North Carolina
3. Reside legally in the United States
4. Speak, read and write the English language
5. Possess a high school diploma or equivalent
6. Have a current edition of the Notary Public guidebook
7. Have a valid picture ID issued by state of NC or US government that shows picture and has physical description on it

NOTE: #6 and #7 must be brought to class and must be checked before student is allowed to register for class

The Guide Book is approximately \$23.00 and **MUST** be purchased prior to the first class meeting. The text is available at the College Bookstore, which is open Monday through Thursday from 9:00 a.m. - 4:00 p.m. **You may contact them at 252-522-3964.** After completion of the course, the student must submit an application to the Secretary of State's office-\$50.00; take the oath of office-\$10.00; and, purchase the stamp/seal-approximately \$25.00. This procedure is necessary in order to be commissioned by the State of North Carolina as a Notary Public.

Preregistration is required. Please complete and mail the enclosed registration form to Lenoir Community College or fax to (252) 233-6880. The registration fee is **\$50 and must be paid the first night of class in the form of cash (exact change please), check or money order** made payable to Lenoir Community College (**please do not mail your payment**).

To register online, go to <http://mis.lenoircc.edu/ceapp.htm>. For further information call 252-527-6223 ext 713 or 722.