



State of Vermont
Office of the Secretary of State

Office of Professional Regulation
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James C. Condos, Secretary of State
Christopher D. Winters, Deputy Secretary
S. Lauren Hibbert, Director

To: Notaries Public, Assistant Judges, County and Town Clerks
From: The Office of Professional Regulation (OPR)
Date: October 24, 2018
Re: Important Information for Notaries Public

This letter contains information about your Notary Public appointment and the new Notary Public application process. Please note that **you do not need to take any action at this time.**

Beginning on December 1, 2018, the Office of Professional Regulation, under the Vermont Secretary of State, will be responsible for issuing and regulating Notary Public commissions instead of Assistant Judges. Changes in the application and commissioning process are based on Act 160, "An Act relating to regulating Notaries Public," which was signed into law by the Governor on May 22, 2018.

The following is the new process to apply for a Notary Public commission:

- **Mid-December, 2018:** Applicants can begin to complete and submit applications for a Notary Public commission. The application will be available on OPR's website at <https://www.sec.state.vt.us/professional-regulation/online-licensing.aspx>.
- **January 31, 2019:** Applications for a Notary Public commission and a \$15.00 application fee must be submitted to OPR by this date.
- **February 10, 2019:** Notary Public commissions issued prior to December 1, 2018 expire.

After your application for a Notary Public commission is approved by OPR, you will be issued a commission as a notary public which will be **effective through January 31, 2021**. Your Notary Public Commission **will need to be renewed every two years** by January 31st of odd years.

Some professions are exempt, when acting within the scope of their official duties, from paying fees or other requirements. Please see <https://www.sec.state.vt.us/professional-regulation/list-of-professions/notaries-public/frequently-asked-questions.aspx> for a list of exemptions.

Provisions of the new law (other than those regarding application for and renewal of a commission), including those provisions about standards and practices for Notaries Public, go into effect July 1, 2019. Additional information about becoming a Notary Public can be found on the OPR Notary Public webpage (<https://www.sec.state.vt.us/professional-regulation/list-of-professions/notaries-public.aspx>). This page will be updated frequently throughout the next several months.

If you need assistance, we are happy to help! Please contact Danielle Rubalcaba at Danielle.rubalcaba@sec.state.vt.us or (802) 828-1501.