

**INSTRUCTIONS & REQUIREMENTS FOR PEOPLE WHO ARE A NOTARY IN AN
ADJACENT PARISH TO BECOME A NOTARY IN JACKSON PARISH**

(TITLE 35 REVISED STATUTES OF LA.)

1. Any resident citizen of the state, 18 years of age or older, may be appointed a Notary Public in and for the parish of which he/she resides and in any other parish in which he/she maintains an office; provided, however, that he meets the requirements established by law for each parish in which he applies.
2. An applicant seeking to be appointed a Notary in the parish of his residence or possessing a valid notarial commission in and for a parish based on residence, must be a registered voter of that parish.
3. To be appointed a Notary Public in and for Jackson Parish, each applicant, otherwise qualified, must submit the following to the Jackson Parish Notary Committee, c/o Ann B. Walsworth, Clerk of Court, P.O. Box 730, Jonesboro, LA 71251.
 - A. Submit proof of being a notary and having passed the exam in another parish.
 - B. Submit the attached adjacent parish affidavit.
 - C. Submit the attached affidavit as to character, integrity, competency and sober habits.
 - D. After being approved by the Notary Committee and Judge, submit bond in the amount of **\$10,000** approved by the Clerk of Court, conditioned for the faithful performance of all duties required by law.
 - E. Record the above bond in the Clerk of Court office.
 - F. Receive your oath of office and record it in the Clerk of Court office.
 - G. Pay a fee of \$85 (\$50 payable to Jackson Parish Clerk of Court for recording Oath and Bond; \$35 payable to Secretary of State, State of Louisiana). We send these to the Governor.
 - H. Receive a commission form the Governor.

Prepared and furnished by:

Jackson Parish Notary Committee
John C. Blake
Douglas L. Stokes
Ann B. Walsworth

ADJACENT PARISH AFFIDAVIT

**STATE OF LOUISIANA
PARISH OF JACKSON**

**TO: THE HONORABLE JUDGE, JIMMY C. TEAT, SECOND JUDICIAL DISTRICT
COURT, JACKSON PARISH, LOUISIANA.**

I, _____, a resident of _____
_____, Louisiana, hereby certify that I am a duly qualified
Notary Public in accordance with R.S. 35:191 in and for _____ Parish, that I
have an office at _____, _____, Jackson Parish,
Louisiana, and that I hereby apply to be appointed a Notary in and for Jackson Parish as an
adjacent parish in accordance with R.S. 35:191A(2).

Signature of Applicant

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

**STATE OF LOUISIANA
PARISH OF JACKSON**

OFFICE OF THE DISTRICT JUDGE

KNOW ye, that _____, a resident of _____
Parish, has successfully completed the requirements of R.S. 25:191A(2) and is found competent
and possessed of the necessary qualifications to be a Notary Public in and for Jackson Parish.

In testimony, whereof, I have hereunto set by hand this _____ day of _____,
20____, at Jonesboro, Jackson Parish, Louisiana.

DISTRICT JUDGE

NOTARY PUBLIC AFFIDAVIT

STATE OF LOUISIANA

PARISH OF JACKSON

BEFORE ME, the undersigned authority, a Notary Public in and for the aforesaid State and Parish, personally came and appeared

_____ and _____

who, being duly sworn, did depose and say:

That they are well and personally acquainted with _____

_____, and applicant to be appointed a

Notary Public in and for Jackson Parish, Louisiana; that they know of their own

personal knowledge that said applicant possesses good moral character, integrity,

competency, and sober habits; and that they hereby recommend said applicant to

be appointed Notary Public in and for Jackson Parish, Louisiana, upon applicant's

satisfactory compliance with the laws of this State.

SWORN TO AND SUBSCRIBED before me on this _____ day of _____, 20_____.

NOTARY PUBLIC