

**INSTRUCTIONS & REQUIREMENTS FOR PEOPLE WHO ARE ALREADY A
NOTARY IN ANOTHER 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 application.
 - 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 \$70 (\$35 payable to Jackson Parish Clerk of Court for recording Oath and Bond; \$35 payable to Secretary of State, State of Louisiana). We submit these to the Governor.
 - H. Receive a commission form the Governor.

Prepared and furnished by:

Jackson Parish Notary Committee
Douglas L. Stokes
Ann B. Walsworth

APPLICATION TO BE APPOINTED A NOTARY PUBLIC IN JACKSON PARISH

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

I, _____, a resident of
(full name)

(street or box number) (town)

Louisiana, _____, hereby certify that I was born on the _____ day of
(zip code) (day)

_____, _____, at _____,
(month) (year) (town) (parish/county)

_____, that I am a citizen of the Parish of JACKSON and am a
(state)

registered voter in PRECINCT _____ of Jackson Parish; and that I hereby apply
(number)

to be appointed a Notary Public in and for Jackson Parish.

(signature of applicant)

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

Notary Public

CERTIFICATE OF JACKSON PARISH REGISTRAR OF VOTERS

I, ANGELA C. ROBERTS, Registrar of Voters in and for Jackson Parish, Louisiana, do hereby certify that the above and foregoing information given by the named applicant is true and correct according to the records of my office.

Given under my hand and seal of office at Jonesboro, Louisiana, on this _____ day of _____, 20_____.

REGISTRAR OF VOTERS
JACKSON PARISH, LOUISIANA

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

2ND JUDICIAL DISTRICT COURT

PARISH OF JACKSON

STATE OF LOUISIANA

CERTIFICATE

This is to certify that I have found _____
(name)

competent to exercise the profession of Notary Public for the Parish of Jackson, State of Louisiana, because she/he passed the examination required by LSA 35:191; and she/he is a resident of Jackson Parish, at _____
(address)

THUS DONE AND SIGNED at Jonesboro, Jackson Parish, Louisiana, on this _____ day of _____, 20____.

Judge – 2nd Judicial District Court