

## NOTARY PUBLIC APPOINTMENT APPLICATION PROCESS AND REVIEW CRITERIA

### Application Process

- Each Applicant must complete the entire application form. Incomplete forms will be returned to Applicants.
- Each application must be accompanied by a criminal records check. This is also a requirement for **each** renewal. You can obtain a criminal records check at any R.C.M.P. office or detachment, or most municipal police services.
- Each application must be accompanied by a formal Letter of Support. This is also a requirement for **each** renewal.
  - For **business** appointments, this letter must be from a representative of the Applicant's employer attesting to the business need for the appointment. In the case of self-employment, the letter must come from a client or business associate who can attest to the need for the appointment.
  - For **public** appointments, if the appointment is intended to serve the needs of a specific group or association, the letter must be from the head of the group or association to be served and must include a statement regarding the need for the appointment.
- Each application must be accompanied by two separate sample documents.
  - For **new** appointments, these must be documents the Applicant anticipates notarizing, with an explanation of why they require notarization.
  - For **renewal** appointments, these must be documents the Applicant has notarized since the original appointment or last renewal.
- Each Applicant must explain why the services of a lawyer cannot be used to notarize documents.

### Review Criteria

- The Notaries Public Review Committee ["NPRC"] supports the principle that lay Notaries should not be appointed in locations in which the services of a lawyer are reasonably available.
- The NPRC generally recommends only one appointment in each business location unless special circumstances can be exhibited such as high volume or complex or unique documents requiring notarization.
- Appointments are not generally recommended in law firms with more than one lawyer, or offices in which independent lawyers share space or resources.
- The number of public appointments may be limited to what the NPRC deems to be appropriate to serve the group, association or community.
- The NPRC will consider recommending appointments when a need for services to be provided in a language other than English is demonstrated.
- The NPRC will not generally recommend appointments that are being sought for the primary purpose of notarizing Guarantees in favor of the Notary's employer.