

QUESTIONS / INQUIRES SENT TO THE DELAWARE NOTARY ASSOCIATION

Q. How do I APPLY to become a Notary Public or to RENEW my commission?

A. The application process to become a Notary Public is done online. You can ‘click’ on the “**Become A Notary**” on the Delaware Notary Association website, ‘click’ on the link which takes you to the Notary Public section of the State of Delaware website and follow the instruction online process. **OR** you can logon to the State of Delaware website (www.Delaware.gov), do a **search** on that website (“Notary Public”), **then, select** “State of Delaware – Notary Public Home Page”. From this point follow the instruction online process. Any questions during the process, contact the State of Delaware Notary Public office at (302)739-4111. If you are planning to RENEW your notary commission, I would possibly recommend to log onto your ‘Notary Profile’ for any messages to direct you in renewing your commission about 4-5 weeks before it expires. This is just a precaution so that your notary commission does not lapse. This should give you enough time to re-apply and for the processing for your notary renewal.

Q. Should a Notary public stand when Swearing an Oath?

A. I am not aware of any written word on this....but to answer the question, Yes (In My Opinion), I WOULD STAND while swearing an Oath to an individual or individuals with their right hand raised (and possibly with their left hand on a Bible if they choose to do so). In my opinion, as a Notary Public we are performing an important function.

Q. How long does a notarized document last?

A. This is a good question. In my opinion, if there are things that could have possibly changed since your document(s) had been notarized, then possibly a new document or documents need to be drawn up to be notarized. My suggestion is to possibly contact someone with some legal expertise who could direct you on how to proceed in this matter. Since I do not have any legal training, I do not have that legal expertise to positively direct you on how to proceed. I would ask the trained individual for their opinion on this matter.

Q. Somehow I have deleted or misplaced the email that was sent to me that had the attachment of my commission, what do I do?

A. You will need to contact the State of Delaware Notary Public office to have your commission re-sent to you. Their phone number is (302)739-4111.

Q. Who can notarize my oath for the notary commission that I have received?

A. Any Delaware CURRENTLY commissioned notary public can notarize your oath. Once you have your oath notarized, please follow the online process instruction in getting a copy of the notarized oath back to the State of Delaware notary public office within the specified time limit.

Q. As a Notary Public, how do I know what duties that can be performed as a Delaware Notary Public?

A. The American Society of Notaries (ASN) does have a “Delaware Handbook” which has the information pertaining to the Delaware Notary Public. This handbook is a great reference and a great introduction to the brand new and seasoned Delaware Notary Public. They can be contacted at (888)393-4978 or (850)671-5164. Their website: www.ASNNotary.org and their email: Info@ASNNotary.org

Q. I am in need of an Apostille / Authentication for my company / corporation there in Delaware which also needs notarization, How do I go about this?

A. Requests of this nature must be processed by the State of Delaware Notary Public office in Dover, De. The employees in the State of Delaware, Division of Corporations are the only individuals who are educated and trained to process. Please contact the Notary Public office at 1(302)739-4111.

(Note: I have received numerous calls for foreign countries to which I have referred them to the State of Delaware. ie: Japan, Germany, China, Poland, Austria and from Mexico).

Q. (Caller from outside from State of Delaware): I have documents that need to be notarized by a Delaware Notary Public. What is your fee to notarize and what is the best way to get the documents to you and what would be the turnaround time?

A. As a notary public, my first requirement / duty is to have the signer(s) in my physical presence (face to face) at the time notarization in the same room (no exceptions so I can **view a current and valid government piece of identification**). This could be a Driver’s License, State ID, Passport, etc. Presence and identification are the two most important aspects of preventing fraud and forgery. As a notary public I must be satisfied with the identity of the signer(s). Notations of provided identification are always noted in my journal as an entry for each notarization that I do.

(Note: On one occasion I had a company from Florida asking me if I was mobile notary public. My reply was that I was a mobile notary public. The person then proceeded to ask me what my total fee would be if I would be flown down to a specified location in Florida to notarize some documents for one of their clients. I immediately declined due to the fact that my notary commission jurisdiction is for the State of Delaware. I do not have a notary commission for the State of Florida. The person who contacted me could not understand why I declined and wanted to know what they could do to help their client there in Florida. I referred them to the State of Delaware Notary Public office to see how the best way to handle this request.)