



**Secretary of State
Office of Professional Regulation**

**NOTARIES PUBLIC
Application Instructions**

A. REGISTRATION – First time applicants

1. Complete Vermont online application.
 - a. Be at least 18 years of age.
 - b. Be a citizen or permanent legal resident of the United States.
 - c. Be a Vermont resident of or have a place of employment or practice in Vermont.
2. Application Fee– Non-Refundable Processing Fee; and
3. Upload a scanned copy of your completed, signed and notarized Oath of Office. Please complete this form prior to filling out your online application.
4. If Applicable, complete and upload the VT Notary Public Jurisprudence Exam.

NOTE: Any change of address or other contact information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.