

**INSTRUCTIONS & REQUIREMENTS FOR PEOPLE WHO ARE ALREADY A
NOTARY IN ANOTHER PARISH TO BECOME A NOTARY IN
NATCHITOCHES 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 Natchitoches Parish, each applicant, otherwise qualified, must submit the following to the Natchitoches Parish Notary Committee, c/o J. Christian Henry, Attorney-At Law, P.O. Box 4693, Natchitoches, LA 71458-0693.
 - 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 \$85 (\$50 payable to Natchitoches 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:

Natchitoches Parish Notary Committee
Mark L. Roberts
J. Christian Henry