

Thank you for your enquiry expressing your interest in becoming a Notary Public. Please see, set out below, the standard requirements provided to all New Zealand lawyers seeking the Society's approval to their application:

1. The applicant should submit to the Secretary of the NZ Society of Notaries Inc. by email (or c/o PO Box 77-111, Mt Albert, Auckland 1350): full personal and professional details, including their age, qualification, both in and outside the law, together with any other information which might be considered relevant to the application. In addition, the applicant should show that there is need for a further Notary in the area in which they have their office and that there is demand for the services of another Notary.
2. Applicants should have at least 10 years, post-admission experience, a significant portion of which (usually five years) must be as a partner or sole practitioner. Council must check with the Society's members for comment before giving approval and receive a Certificate of Good Standing from the New Zealand Law Society. As a result of policy changes of the New Zealand Law Society, the applicant should obtain this certificate themselves from the Law Society and submit it with their application.
3. The details referred to above should be submitted together with a payment of \$300 to cover administration costs, disbursements relating to the application and a copy of the New Zealand Notary, which booklet is sent to the applicant on receipt of the application. The Society's bank account details for a direct credit payment is 12-3237-0066159-00.
4. Applicants, once approved, are required to take part in a short course of study conducted by a Senior Notary (present fee \$200). Details of the course will be provided at the appropriate time.
5. When the above course is completed the consent of the Society is granted and a certificate to this effect will be provided to be included with the supporting documentation to be lodged by the applicant with the Faculty Office of the Archbishop of Canterbury in London.
6. The current fee payable upon application for admission as a Notary is £700 sterling and cheques or a banker's draft should be made out to "The Faculty Office". We can assist on appropriate precedents when that stage has been reached.

The application to London should be addressed to:

The Right Worshipful  
Charles Richard George  
One of Her Majesty's Counsel  
Commissary or Master of the Faculties  
The Faculty Office of the Archbishop of Canterbury  
1 The Sanctuary  
Westminster  
London, SW1P 3JT

7. The application to London will be supported by a substantial number of senior businesses banking and professional people (usually 20 or more) and obtaining these signatures can be a time-consuming process.
8. Once a faculty has been granted by the Master, the notary needs to obtain a seal and press (current cost about \$500.00) and submit copies of their signature and seal on their letterhead, both to the Society and to the Department of Internal Affairs in Wellington. The Society can assist in this regard at the appropriate time.
9. The Society's consent (outlined in clause 5 above) is given on the basis of the applicant's undertaking that upon the grant of a Faculty the applicant will become a member of the New Zealand Society and will remain a member for so long as they retain their Faculty. This is necessary to satisfy the concern of the Master of Faculties that there be some measure of oversight of New Zealand Notaries. Upon application and payment of the annual subscription (currently \$125.00 per annum) the notary's details will be published on the Society's website.
10. The new notary will be appointed a mentor.