

NOTARY PUBLIC INFORMATION PACK

First, Let's check your Eligibility; Are you:



- ✓ A person with 5+ years in a management position (**qualifies under section 3(3)(a).**
- ✓ An attorney with 5+ years' experience (**qualifies under section 3(3)(b).**
- ✓ A CPA or chartered accountant with 5+ years' experience (**qualifies under section 3(3)(c).**
- ✓ A person who does not meet (a), (b), or (c) may still qualify under section 3(3)(d) if the Governor considers their professional or business experience sufficient.

Application Requirements

An applicant seeking appointment as a Notary Public must submit:

1. **Proof of Turks and Caicos Islander Status.**
2. **Two-character references** from any of the following:
 - Current or former employer;
 - Justice of the Peace;
 - Notary Public;
 - Minister of Religion;
 - Police Officer of the rank of Inspector or above;
 - Certified Public Accountant or Chartered Accountant; or
 - Attorney.
3. **Police Record Certificate.** (must be current)
4. **Certified Photograph** of the applicant, certified by:
 - a Justice of the Peace;
 - a Notary Public; or
 - an Attorney; confirming that it is a true likeness of the applicant.
5. **Evidence of qualifications or experience** relevant to appointment as a Notary Public. This can be the following examples of evidence:
 - ✓ Detailed CV or résumé.
 - ✓ Employment letter confirming position and years of service.
 - ✓ Job description showing managerial responsibilities.
 - ✓ Professional licenses or practicing certificates.
 - ✓ University degrees, diplomas, or professional certifications.
 - ✓ CPA, Chartered Accountant, or Bar admission certificates.
 - ✓ Letters of recommendation from employers or professional colleagues.
 - ✓ Certificates of relevant training or professional development.
6. **Any additional information** requested by the Registrar General or the Governor during the review process.

Requirements Before Appointment (Where Authorized)

Even where an application has been authorized, the Governor may only appoint a person as a Notary Public once the applicant has:

(a) Training Requirement

- Participated in the prescribed training programme, where required; and
- Provided proof of participation or proof of exemption to the Registrar General.

An Attorney is exempt from participating in the training programme under subsection (1)

(b) Notarial Seal

- Deposited with the Registrar General an impression of the embossed notarial seal to be used in the capacity of a Notary Public.

(c) Prescribed Fee

- Paid the prescribed fee of **\$500 (Providenciales)**; or **\$250 (other islands)**
- Produced the payment receipt to the Registrar General.

(d) Written Undertaking and Oath

- Submitted a signed written undertaking agreeing to notify the Registrar General of any changes or events required under section 14 of the Ordinance after appointment. Applicants will then be called for a Swear in Ceremony once all things are in order.

NOTARY PUBLIC RENEWALS ONLY

A Notary Public must, on or before 31 January each year, pay the prescribed annual renewal fee:

\$500 if resident in Providenciales.

\$250 if resident in any other island.

Renewal Process

1. The Notary Public pays the applicable annual fee.
2. The Registrar General submits proof of payment and a recommendation for renewal to the Governor.
3. The Governor endorses the certificate, renewing the appointment for one further year.

Late Renewal

A Notary Public who misses the **31 January deadline** may renew later by paying the annual fee; plus a **\$150 late penalty**. However, the Ordinance effectively establishes a **three-month cut-off** period for late renewals.

Where the appointment has lapsed for more than three months, the appointment must be revoked.