

INFORMATION NOTE

Re: Application to be appointed as a Notary Public

Notaries Public are appointed by the Chief Justice sitting in open court. Applications are made by petition showing the residence and occupation of the petitioner, and the suitability of the petitioner to be appointed a notary public. It should include a statement that the petitioner obtained a certificate of competency from the Faculty of Notaries Public in Ireland in compliance with the provisions of Order 127 of the Rules of the Superior Courts. The petition must be verified by the affidavit of the petitioner in which is exhibited a certificate or certificates of fitness generally signed by six members of the legal profession and six leaders of the local business community.

The petition is brought before the Chief Justice by notice of motion which must be served through the Supreme Court Office on

- 1) The Registrar of the Faculty of Notaries Public in Ireland
- 2) The Secretary of the Law Society

The petition may be moved by counsel or solicitor on the petitioner's behalf or in person.

The general practice is to appoint only solicitors as notaries public. When a person who is not a solicitor applies to be a notary public, an undertaking must be given by the petitioner to the Chief Justice not to engage in conveyancing or in legal work properly performed by a solicitor.

The fees involved are as follows:

1. Petition	€85.00
2. Affidavit	€20.00
3. Notice of Motion	€60.00
4. On lodging Notice of Motion	€6.50
5. Service of each copy	€1.00
6. On Commission (if application successful)	€330.00