CAPE FEAR COMMUNITY COLLEGE

CONTINUING EDUCATION

North Carolina Secretary of State Notary Public

This course provides instruction to individuals who want to become commissioned as a notary public or those who are up for re-certification. Topics include legal, ethical, and procedural requirements of the Notary Act as described in N.C. General Statutes.

Location:

Seated class at a designated CFCC Campus. Please refer to your registration form for campus location.

Program Administrative Contact:

Economic & Workforce Development
Phone: (910) 362-7931
Email:ldebruhl@cfcc.edu
cfcc.edu/ewd

Course Meeting Information:

Please refer to your registration form for class meeting dates and times.

Requirements for Becoming a Notary Public in the State of North Carolina

- Must be at least 18 years of age or legally emancipated.
- Must reside or have a regular place of work or business in North Carolina.
- Must reside legally in the United States.
- Be able to speak, read and write the English language.
- Must possess a high school diploma or equivalent.
- Pass the Notary Public course, consisting of 8 hours, with a score of at least 80%. *Licensed members of North Carolina State bar are exempt.
- Purchase and keep the 2026 North Carolina Notary Public Manual.
- You must not have been convicted of a felony in North Carolina, or a felony in any state that is considered as a felony in North Carolina.
    a. Have you ever been convicted by any court of a felony or misdemeanor? Call the Secretary of State before taking this class at (919) 814-5400.
    b. Have you been charged with an offense for which trial is still pending? Call the Secretary of State before taking this class at (919) 814-5400.
- Submit an application containing no significant misstatement or omission of fact.
- **NO REFUNDS** will be given from CFCC, in the event you do not qualify to become a Notary Public in the State of North Carolina, and you choose to take this class anyway.

Class Requirements and Materials*

Class Requirements:

- A clear copy/photo of your valid photo ID.
- Your Social Security Number.

You must meet all NC Secretary of State Notary requirements to take this course. Please refer to page 2.

Required Materials:

- The 2026 edition of the North Carolina Notary Public Manual purchased prior to the start of class which is available for purchase at a CFCC Bookstore.
    - CFCC Bookstores