



APPLICATION for admission as a Notary Public

(Before completion, please read carefully the accompanying Notes for Guidance on page 2)

- 1. **PRINT FULL NAME AND ADDRESS** for enrolment and separate address, if desired, for notices

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Telephone Number

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- 2. Please state date of admission as a solicitor

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I wish to apply to the Council of the Law Society of Scotland for admission as a Notary Public and enclose a cheque for £210.00 (made payable to "The Law Society of Scotland") in payment of the amount due as detailed below.

Signature.....

Date.....

The Director, Law Reform,
The Law Society of Scotland,
26 Drumsheugh Gardens,
EDINBURGH EH3 7YR
LP 1, EDINBURGH - 1

Fee for preparation of and carrying through Petition for admission, obtaining the Interlocutor of Admission thereof, all as follows:-

Admission fee	£ 75.00
Fee fund dues (paid to Court)	£135.00 <u>£210.00</u>

FOR LAW SOCIETY OF SCOTLAND USE ONLY

Date Petition granted by the Court

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NOTES OF GUIDANCE ON THE PROCEDURE FOR THE ADMISSION OF NOTARIES PUBLIC

- (1) Applicants should apply to the Law Society of Scotland on the prescribed form enclosing a cheque in favour of the Society for the sum of £210.00 being:-

Society's Fee - £ 75.00
Court Dues - £135.00

- (2) The Society will lodge a Petition for the admission of the notary public.
- (3) When the Petition has been granted the applicant will be informed. The applicant will also be invited to make an appointment either before the Council's representative at the Law Society's Hall, or before the Council's delegated representative in the applicant's locality to take the Oath. This procedure can take some time, dependant on the number of applications received and the Court process (especially during Court recesses).
- (4) A motto should be selected before taking the Oath. The motto need not be original. Please note that the Society does not hold a list of Oaths.
- (5) The admission procedure before the Council's representative takes about 10 minutes.
- (6) **The applicants should not act as notaries until they have taken the Oath.**
- (7) Upon admission, the notary should send on his/her headed office notepaper a specimen signature and an impression of their Seal to the Foreign and Commonwealth Office, Legalisation Office, Norfolk House (West), 437 Silbury Boulevard, Milton Keynes, MK9 2AH. Telephone number: 01908 295 111. Fax Number: 01908 295 122.