NOTARY REQUIREMENTS

POLICY:

To view Louisiana Statutes: http://www.legis.state.la.us/

AUTHORITY
R. S. 35:191.2
R. S. 35:12

DEFINITION
Every document notarized in Louisiana must have the notary identification number assigned by the Louisiana Secretary of State for all non-attorney notaries, including Justice of the Peace, or the Louisiana State bar roll number for attorneys.

REQUIREMENTS
The notary name and number shall be typed, stamped or printed legibly and the number placed next to the notary's name. Individuals other than regular commissioned notary publics must indicate their position or title from which their notarial power is derived, in addition to their notary identification number.

Example: ___________________ Signature __________________
Jane Doe, #12345
Notary Public

This also applies to Justices of the Peace; documents notarized by any Justice of the Peace must have the assigned identification number from the Louisiana Secretary of State.

Example: ___________________ Signature __________________
Jane Doe, JP-01-2
Justice of the Peace, St. Tammany Parish

Notaries are further required to insert the full names (first and last) of the parties involved (initials, nicknames, or pet names cannot be used for first names).

Notary identification numbers are listed on the Secretary of State's website: www.sos.louisiana.gov.