



**Ministry of the  
Attorney General**

Legal Appointments Office  
77 Wellesley St W., BOX 720  
Toronto ON M7A 1N3  
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## Non-Lawyer / Non-Paralegal Notary Public How to be Reappointed or Change your Appointment

This guide is intended for persons who wish to be reappointed as non-lawyer notaries public in the province of Ontario.

If you hold or have previously held an appointment as a non-lawyer notary public, and any of the following conditions apply, you must submit a new application form:

- your appointment expired more than six months ago
- your most recent appointment was for a different business or organization
- your business or organization's name has changed due to a change in ownership.

To obtain a new application package, visit [ontario.ca/attorneygeneral](http://ontario.ca/attorneygeneral).

### Reappointments

Each non-lawyer notary public is appointed for a three-year term and, subject to the above, the notary public may request reappointment.

Send your reappointment request at least two months before your appointment expires but no earlier than six months before expiry. If your old appointment expires, you cannot notarize documents until you have completed the reappointment process and received a new Certificate of Appointment and have then purchased an ink stamp with the new approved wording and expiry date.

### Changes

A non-lawyer notary public must notify the Ministry of the Attorney General, Legal Appointments at the earliest opportunity of any changes required to the wording of their ink stamp to ensure that the appointment remains legally valid. Changes can include:

- the notary's legal name
- the legal name of the business or organization
- the territorial limitation.

### Requesting Reappointments and Changes

Submit your reappointment or change request on your business or organization's letterhead. Provide full contact information (postal address, telephone, e-mail and fax numbers) and include:

- the notary's full legal name
- the expiry date of the notary's most recent appointment
- the imprint of the notary's ink stamp (not the embossing seal)
- any changes required to the wording of the ink stamp
- all applicable fees.

### Fees

You can determine your fee payable by using the table below.

Are changes required to wording of ink stamp, other than the expiry date?	Time until expiry date	Ask for...	Fee (Total)
Yes	Less than 1 year, or expired	<b>New appointment</b>	<b>\$110.00</b>
Yes	More than 1 year	<b>Replacement certificate</b>	<b>\$17.00</b>
No	Expired	<b>New appointment</b>	<b>\$110.00</b>
No	Not yet expired	<b>Reappointment</b>	<b>\$75.00</b>
<b>Employees of federal, provincial and municipal governments.</b>			<b>No fee</b>

We can accept payment by cheque or money order only, payable to "Minister of Finance." HST is not applicable.

If your current or most recent appointment includes any subsidiary, associated or affiliated companies, please submit a current list or chart of these companies for our records.

Send your request and the applicable fee to:

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Please allow four to six weeks for processing.