

Fee \$145.00

Please enclose with application and make cheque or money order payable to the Minister of Finance.

Submission Options:

Mail-in/In person - Print this application and mail or drop off completed application form with cheque or money order at the address below.

Return to: Official Documents Services
Central Service Centres Branch
Ministry of Public and Business Service Delivery and Procurement
777 Bay St, Lower Level
Toronto ON M7A 2J8

Fields marked with an asterisk (*) are mandatory.

Application Date (yyyy/mm/dd) *

1. Basic Information

I am a * ☐ Solicitor ☐ Paralegal

Law Society of Ontario Number *

Date of Licence (yyyy/mm/dd) *

I,

(Print Name in full as per original LSO appointment) *

hereby make application to be appointed a **Notary Public** in and for the Province of Ontario.

Have you changed your name from when you were called to the bar or first received your paralegal licence? *

☐ Yes ☐ No If yes, please fill out section 2, if no, proceed to section 3.

2. Name Change Information

Note: Name changes must be registered and approved by the Law Society of Ontario, prior to registration as a Notary Public, otherwise, name change will not be recognized.

Your New Name (First Name and Last Name)

Date of Name Change (yyyy/mm/dd)

3. Contact Information

Name of Organization

Unit Number	Street Number *	Street Name *	PO Box
City/Town *		Province *	Postal Code *
Main Phone Number *	Work Phone Number	Email Address *	

Note: Your embossed Notarial Seal should be ordered from a Seal Company after you have received your Certificate from this office. The Seal must match the name as we have set it out on the Certificate and also show **Notary Public** and **Ontario**. See <https://www.ontario.ca/page/how-become-notary-public-ontario-lawyers> for more information.

The ministry's collection and use of your personal information, with your permission, is necessary for the proper administration of notary public appointments services, which is authorized under the *Ministry of Government Services Act and the Notaries Act*, R.S.O. 1990. The ministry's collection and use of your personal information is for the purposes of administering the service such as initiating the service request, to send confirmation emails, to address any issues with service request or payment and to mail the certificate of appointment. If you have any questions regarding the collection of personal information, please contact Manager, Official Document Services, Ministry of Public and Business Service Delivery and Procurement, 777 Bay St, Lower Level, Toronto ON M7A 2J8. Telephone 416-325-8416.