# Application for admission as a Notary Public

(Before completing, please read carefully the accompanying Notes for Guidance on page 3)

1. **PRINT FULL NAME AND HOME ADDRESS** for enrolment

and separate address, if desired, for notices

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Telephone Number ..................................................

2. Please state date of admission as a solicitor ..................................................

I wish to apply for admission as a Notary Public and will make payment of the amount due as detailed below.

Signature..................................................

Date.....................................................

*N.B. Payment can be made by credit or debit card (VISA or MasterCard) or by bank transfer. The bank account details are given below. If you wish to make payment by card, please tick the box below and we will contact you and arrange to take payment.*

*If you intend to make a bank transfer, please wait for confirmation of receipt of your application before doing so.*

Bank Account details (Please put your name in the reference field)

Swift: RBOS GB2L

IBAN: GB36 RBOS 8306 0800 190325

Law Society of Scotland

Sort Code: 83-06-08

Account: 00190325

Royal Bank of Scotland

Please send by e-mail (preferred) to David Macdougall at [davidmacdougall@lawscot.org.uk](mailto:davidmacdougall@lawscot.org.uk) or [notarypublic@lawscot.org.uk](mailto:notarypublic@lawscot.org.uk)

Or by post to

David Macdougall, Admissions Co-ordinator

The Law Society of Scotland,

Atria One, 144 Morrison Street, Edinburgh, EH3 8EX

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

Admission fee £ 80.00

Fee fund dues (paid to Court) £199.00

**Total £279.00**

**FOR LAW SOCIETY OF SCOTLAND USE ONLY**

Date Petition granted by the Court .....................................................

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

(1) Applicants should apply to the Society on the prescribed form and make payment to the Law Society of Scotland for the sum of £256 being:-

Society’s Fee - £ 75.00

Court Dues - £ 181.00

(2) The Society will prepare a Petition for admission as a notary public and send it to the applicant for signature.

(3) The applicant needs to return the signed Petition to the Society so it can present the Petition to the court.

(4) When the Petition has been granted by the court, the applicant will be informed. The applicant must then arrange to make the declaration of faithful administration.

(5) The applicant can arrange an appointment to make the declaration by logging online to the membership section of the Society’s website. The applicant can then complete the “Notary Public Compearance form” to provide the necessary details. Once this form is completed and submitted applicants will be sent a link to a booking system which will allow applicants to either:

book an available slot to make the declaration before a member of the Society’s executive by video-conference, or

advise that they would prefer to make the declaration before a Council member instead.

(6) A motto should be selected before making the declaration. The motto need not be original.

Please note that the Society does not hold a list of mottos.

(7) The admission procedure before the Council’s representative takes about 10 minutes.

(8) **The applicant must not act as a notary until the declaration has been made.**