

## **Appointment of Notaries Public**

The eligibility and other requirements for appointment as a Notary Public in Northern Ireland are prescribed in Order 107, Rule 9 of the Rules of the Court of Judicature (NI) 1980 as set out below:

### NOTARIES PUBLIC

#### *Application for appointment*

9. - (1) An application for appointment as a notary public shall be made by sending to the Principal Secretary a memorial in Form No.53 in Appendix A, together with a certificate in Form No.54 in Appendix A hereto, signed by District Judges (Magistrates' Courts), traders and residents in a district in which the applicant carries on practice.

(2) The applicant shall send a copy of his memorial to every notary public practising in Northern Ireland.

(3) Service under paragraph (2) shall be proved by an affidavit of service exhibiting a certificate of posting by recorded delivery service.

#### *Objection to appointment*

10. A notary public practising in Northern Ireland may object to the appointment sought in letter to the Principal Secretary, setting forth the grounds of his objection and, before making any appointment, the Lord Chief Justice shall have regard to any such objection.

#### *Other considerations affecting appointment*

11. The Lord Chief Justice shall in any case, before making any appointment, have regard to-

(a) the number of notaries public already practising in Northern Ireland; and

(b) any other circumstances which he considers to be relevant.

#### *Warrant of appointment*

12. - (1) A warrant of appointment as a notary public shall be in Form No.55 in Appendix A hereto, and shall issue from the Lord Chief Justice's Office.

(2) A person appointed a notary public shall not enter upon the duties of his office until his warrant of appointment has issued.

#### *Conditions of appointment*

13. Subject to the right of the Lord Chief Justice to specify the conditions, territory, duration or purpose of an appointment in a particular case, appointment as a notary public shall be made in accordance with the following rules in this Part.

#### *Qualification*

14. A notary public must be a practising solicitor of at least 6 years' standing.

#### *Extent of appointment*

15. - (1) A notary public may exercise his notarial functions anywhere in Northern Ireland.

(2) Notwithstanding any territorial limitation imposed by the terms of his appointment, paragraph (1) shall apply to any notary public who is in practice as such at the date of the commencement of this Order.

#### *Revocation and variation of appointment*

16. - (1) The Lord Chief Justice may at any time revoke the appointment of a notary public or vary the conditions or limits of any such appointment.

(2) A notary public shall forthwith be informed in writing by the Principal Secretary of any revocation of his appointment.

*Solicitor ceasing to practise*

17. A solicitor who ceases to practise as a solicitor shall cease to be a notary public.