

Civil Law Notaries: The Handbook



The Alabama Secretary of State's Handbook for

Civil Law Notaries

First Edition 2019

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Legal Disclaimer: The statutes are accurate as of July 31, 2019. Please be advised that the statutes may be subject to change in accordance with future Alabama legislative sessions.

INTRODUCTION

A Civil Law Notary is a person who is admitted to the practice of law in this state, who has practiced law in a United States jurisdiction for at least five years, and who is appointed by the Secretary of State as a Civil Law Notary.

Civil Law Notaries are authorized to issue brevets, minutes, and notarial deeds and may authenticate or certify any document, transaction, event, condition, or occurrence. Civil law Notaries may administer oaths and make certificates thereof when necessary for execution of any writing or document to be attested, protested, or published under the seal of a notary public. Civil Law Notaries may also take acknowledgments of deeds and other instruments of writing for record.

To view information regarding individuals who have registered as Civil Law Notaries, visit our Government Records page.¹

CIVIL LAW NOTARIES

Civil Law Notaries

A Civil Law Notary has certain duties and obligations to adhere to. The following are provided in Section 36-20-51, Code of Alabama (1975).

- (a)** The Secretary of State shall have the power to appoint civil law notaries and administer this article (Section 36-20-51, Code of Alabama (1975)).
- (b)** A civil law notary is authorized to issue brevets, minutes, and notarial deeds and thereby may authenticate or certify any document, transaction, event, condition, or occurrence. A civil law notary may also administer oaths and make certificates thereof when necessary for execution of any writing or document to be attested, protested, or published under the seal of a notary public. A civil law notary may also take acknowledgments of deeds and other instruments of writing for record.
- (c)** The authentic acts, and oaths and acknowledgments of a civil law notary shall be chronologically recorded in the civil law notary's protocol in a manner prescribed by the Secretary of State.

¹ The Secretary of State's website, <https://www.sos.alabama.gov/>

(d) The civil law notary may, without prejudice to his or her duty to ensure professional confidentiality, issue certified copies of authentic acts to individuals who, in his or her opinion, have a legitimate interest in the contents of an authentic act. Certified copies of authentic acts shall have the same legal force and effect as the original.

(e) A civil law notary is obligated to do the following:

1. Draw up authentic acts in accordance with their knowledge and comprehension and such documents shall clearly reflect the wishes of the contracting parties duly adopted to legal requirements necessary for the documents to have full legal force and effect.

2. Represent the transaction itself in the creation of the authentic act. For this purpose, the civil law notary acts as an intermediary where there are multiple parties to a transaction.

3. Use his or her best efforts to advise all parties to the transaction equally, accurately, fully, and impartially regarding the nature and legal consequences of the transaction.

4. Refrain from representing any party in any matter arising from or related to the civil law notary's authentic act.

Application

(a) Alabama Civil-Law Notaries appointed pursuant to this rule may continue to use the title "Alabama International Notary" whenever that title is used or required to be used under this rule. Persons wishing to be appointed by the Secretary of State as Alabama Civil-Law Notaries may request an application by writing to the following address and requesting a Form ACLN-1 "Application for Appointment as an Alabama Civil-Law Notary" which form is appended to this division. All other forms discussed in this rule may be obtained by writing the same address:

Office of the Secretary of State
Administrative Services – Notaries Public
P.O. Box 5616
Montgomery, AL 36103

(b) The application to become an Alabama Civil-Law Notary must be complete and on the Form ACLN-1 prescribed by the Secretary of State as set forth in the Appendix to this Division. The application must be accompanied by:

1. A certificate of good standing from the Supreme Court of Alabama issued within 90 days of the date of application showing that the applicant is currently a member of the Alabama State Bar for least five years.

2. An application processing fee in the amount of one hundred dollars (\$100). Ala. Adm. Code 820-6-1-0.1. §36-20-50, Code of Ala. 1975, et seq.

Appointment, Revocation, and Voluntary Resignation

According to the Alabama Administrative Procedures Act 820-6-1-.02, Civil-Law Notaries have to:

(a) Upon completion of each examination session and after the examinations are scored, the testing authority shall promptly forward the examination results to the Office of the Secretary of State. The Office of the Secretary of State shall then notify the applicants of their respective test scores and shall appoint those persons with satisfactory scores of 70% as Alabama Civil-law Notaries.

(b) Upon accepting appointment as an Alabama Civil-law Notary, the applicant shall file within 90 days after appointment with the Office of the Secretary of State a Form ACLN-2 prescribed by the Secretary of State titled “Appointment of Protocol Custodian and Seal Filing,” which form is set forth in the Appendix to this Division. The applicant shall identify an Alabama Civil-law Notary in good standing with the Office of the Secretary of State and the Alabama Bar who has agreed to take custody of the applicant’s protocol in the event that the applicant’s appointment is ever suspended or revoked, or if the applicant dies or becomes incapacitated. If for any reason an Alabama Civil-law Notary chooses to change secondary custodial notaries, the Alabama Civil-law Notary shall promptly notify the Office of the Secretary of State in writing and shall make the appropriate change in the Civil-law notary’s annual report.

(c) Unless suspended or revoked in accordance with this rule, an appointment as an Alabama Civil-law Notary shall continue in force for so long as the applicant is a member in good standing of the Alabama Bar, subject to the requirement that the applicant must file an annual report with the Office of the Secretary at the address noted above on a Form ACLN-3 prescribed by the Secretary of State entitled “Alabama Civil-law Notary Annual Report,” which form is set forth in the Appendix to this Division. The annual report shall include the civil-law notary’s current business address and telephone number and the identity and signature of another Alabama Civil-law Notary who has agreed to take custody of the civil-law notary’s protocol upon the suspension, revocation, incapacitation or death of the civil-law notary. A processing fee payable to the Office of the Secretary of State in the amount of one hundred dollars (\$100) shall accompany the annual report. The annual report shall be received and filed by the Office of the

Secretary of State no later than the last business day of January. Failure to file an annual report with the Office of the Secretary of State by the last business day of January shall result in a late fee of ten dollars (\$10) per calendar day late through the last business day of February with a maximum late fee of two hundred fifty dollars (\$250).

If the annual report is not filed and received by the Secretary of State by the last business day of February the civil-law notary's appointment shall be revoked. A Civil-law notary whose appointment has been revoked due to the failure to file an annual report in accordance with this rule shall be eligible to file a new application, along with a certificate of good standing from the Supreme Court of Alabama that also states that the applicant has been a member of the Alabama Bar for at least five years, issued within 90 days of the date of application, and application processing fee of one hundred dollars, in accordance with Rule 820-6-1-.01 (2), supra. If said application, certificate, and processing fee are filed with the Secretary of State within one year of the date the Secretary of State notified the Civil-law notary of the revocation of appointment due to failure to file an annual report in accordance with this rule, the applicant will not be required to complete a new examination process. A Civil-law notary whose appointment has been revoked pursuant to this rule who seeks to resume service as a Civil-law notary after one year of the date the Secretary of State notified the Civil-law notary of the revocation of the appointment due to failure to file an annual report must, in addition to the above stated requirements, successfully complete a new examination process in compliance with Rules 820-6-1-.02 (1), 820-6-2-.01, and 820-6-2-.02.

Discipline, Suspension, and Revocation

A Civil Law Notary can be disciplined, suspended, and revoked in accordance with the Ala. Adm. Code 820-6-1, and the §36-20-52, Code of Ala. 1975, et seq.

(a) An Alabama Civil-law Notary shall be disciplined for violation of these rules. All complaints to the office of the Secretary of State concerning the conduct or acts of an Alabama Civil-law Notary will also be referred to the Alabama Bar for a determination by the Bar as to whether the complaint alleges a violation of the rules of the Alabama Bar governing the conduct and discipline of lawyers.

(b) All complaints to the Office of the Secretary of State concerning the conduct or acts of an Alabama Civil-law Notary which on their face appear to establish facts which if proven true would constitute an act of misrepresentation or fraud in the creation or execution of an authentication instrument will be investigated by the Office of the Secretary of State to determine whether cause exists to suspend the Alabama Civil-law Notary's appointment or reprimand the Alabama Civil-law Notary.

(c) After investigation and upon a determination by the Secretary of State that one or more acts of misrepresentation, fraud or violation of these rules has been committed by an Alabama Civil-law Notary, the Secretary of State shall, after considering the extent of the fraud or misrepresentation including the number of persons involved and the effect on those persons; the number of acts of misrepresentation or fraud; any financial loss or other injury that may have resulted; and the degree of culpability of the Alabama Civil-law Notary; order one or more of the following courses of action:

1. Issue a letter of warning to the Alabama Civil-law Notary including the Office of the Secretary of State's findings;
2. Order compliance with these rules
3. Order restitution
4. Order suspension of the appointment of the Alabama Civil-law Notary;
5. Order revocation of the appointment of the Civil-law Notary;
6. Refer the allegations to the Alabama Bar for disciplinary proceedings.

(d) Any order under this rule which requires payment of restitution or results in the suspension or revocation of the appointment of an Alabama Civil-law Notary shall be accompanied by a notice of final agency action and the Alabama Civil-law Notary shall be entitled to a fair hearing in accordance with the provisions of the Alabama Administrative Procedures Act, Title 41, Chapter 22, Code of Ala.1975.

(e) A former Alabama Civil-law Notary whose appointment has been finally revoked shall not be eligible for a new appointment as an Alabama Civil-law Notary for a period of five (5) years.

(f) An Alabama Civil-law Notary may voluntarily resign from an appointment by notifying the Office of the Secretary of State in writing at the above address of the intention to do so. Any Civil-law notary who voluntarily resigns from an appointment as an Alabama Civil-law notary shall be eligible to file a new application, along with a certificate of good standing from the Supreme Court of Alabama that also states that the applicant has been a member of the Alabama Bar for at least five years, issued within 90 days of the date of application, and application processing fee of one hundred dollars, in accordance with Rule 820-6-1.01 (2), supra. If said application, certificate, and processing fee are filed with the Secretary of State within one year of the date the Secretary of State received notice of voluntary resignation from a Civil-law notary appointment, the applicant will not be required to complete a new examination process. A voluntarily resigned Civil-law notary who seeks to resume service as an Alabama Civil-law notary after one year of the date the Secretary of State received notice of voluntary resignation

must, in addition to the above stated requirements, successfully complete a new examination process in compliance with Rules 820-6-1.02(1), 820-6-2. 01 and 820-6-2.02, supra.

Educational Programs

(a) Persons or entities who wish to submit a proposed civil-law notary curriculum or course of study to the Office of the Secretary of State for consideration as to its acceptability by the Secretary of State may do so. Any such curriculum or course of study submitted for the Secretary of State's approval should incorporate all of the following elements:

1. The nature and characteristics of notarial practice in civil-law jurisdictions including a review of the historical development of civil-law notarial practice;
2. A comparison of notarial functions and the nature and characteristics of common-law notarial practice under Alabama law and the civil-law notarial functions and practices pursuant to these rules and their supporting statutes;
3. The similarities and differences between practicing as an Alabama Civil-law Notary and the traditional practice of law in the State of Alabama;
4. The purposes of and uses for authentic acts, and the rules regulating the execution of authentic acts, administration of oaths, and taking acknowledgements by Alabama Civil-law Notaries;
5. Solemnization of marriage by an Alabama Civil-law Notary;
6. Alabama laws relevant to practices as an Alabama Civil-law Notary;
7. Rules regulating the Alabama Bar including the Rules of Lawyer Discipline and the Rules of Professional Conduct.
8. The potential malpractice liability of an Alabama Civil-law Notary.

(b) The Office of the Secretary of State shall maintain a list of the currently approved Alabama Civil-law Notary education programs and shall make the list available upon request. Each education program shall be subject to annual renewal.

(c) Persons who have had a curriculum or course of study approved by the Secretary of State may also administer the Office of the Secretary of State's civil-law notary test under the Office of the Secretary of State's supervision, but may not charge a fee in excess of two hundred dollars (\$200) to any person for administering a test to that person. All test materials are confidential property of the Office of the Secretary of State and any person who compromises the

confidentiality of the test materials or allows another to do so shall not in the future be authorized by the Office of the Secretary of State to serve as a test administrator.

Examination

(a) An Alabama Civil-law Notary application shall be valid for a period of one year from the date on which the application was received by the Office of the Secretary of State during which time the applicant must complete the Alabama Civil-law Notary examination. If the applicant completes the examination, with a satisfactory score of 70%, within the one year period prescribed above, the applicant remains eligible for appointment as an Alabama Civil-law Notary even though the appointment itself may occur more than one year after the date on which the application was received.

(b) After reviewing the application for completeness and accuracy of information, determining that all necessary documents accompany the application, and that the applicant meets the requirements of this rule and Act No. 99-449, the Office of the Secretary of State will provide the applicant with a certificate of eligibility to take the Alabama Civil-law Notary examination and a list of examination dates and corresponding examination locations.

(c) The applicant who has been certified as eligible must notify the Office of the Secretary of State at least two weeks in advance of any scheduled examination that the applicant intends to take a scheduled examination. If notice is not received, or if the notice is untimely, the applicant will not be admitted to the examination.

(d) Upon appearing at the examination location, and prior to entering the examination facility, the applicant must present to the examination authorities the certificate of eligibility issued to the applicant by the Office of the Secretary of State, a governmentally issued identification card which bears the applicant's picture, and pay the examination fee. §36-20-52, Code of Ala. 1975. Ala. Adm. Code 820-6-2, et seq.

Form and Content of Signatures and Seals; Registration of Signature and Seals

(a) An Alabama Civil-law Notary's original hand-written signature and seal shall be registered with the Office of the Secretary of State. Such registration shall be accomplished by placing the original hand-written signature and seal on a Form ACLN-4 prescribed by the Office of the Secretary of State entitled "Alabama Civil-law Notary Signature and Seal," which in form is set forth in the Appendix to this Division, and by filing it with the Office of the Secretary of State. No Alabama Civil-law Notary shall take any official action or execute any document as a civil-law notary until his signature and seal has been properly registered.

(b) The Alabama Civil-law Notary's original handwritten signature and an original rubber stamp or embossed impression of the civil law notary's seal shall be affixed by the civil-law notary to all documents executed by the civil-law notary while acting as an Alabama Civil-law Notary under Act No. 99-449. The civil-law notary shall not allow any other person to sign or seal a document using the civil-law notary's official signature or seal.

(c) The civil-law notary's seal may be an embossing seal or a rubber stamp and may be circular or square in shape and shall not be more than two inches nor less than one inch diameter if circular, or more than two inches on each side nor less than one inch on each side if square.

(d) A registered signature and seal may be changed by applying to the Office of the Secretary of State at the address listed above for an additional "Alabama Civil-law Notary Signature and Seal" form. While the preceding form shall remain on file, the new form and its contents shall supersede the old form. An application to change a signature or seal shall be considered an amendment to the notary's application and shall be accompanied by a processing fee of fifty dollars (\$50). Ala. Adm. Code 820-6-3-.01.

The Alabama Civil-Law Notary's Protocol

Alabama Civil-law Notaries shall keep a protocol in accordance with section 820-6-3-.02 of the Administrative Code.

(a) An Alabama Civil-law Notary's protocol shall be maintained in a secure, fireproof location at the Alabama Civil-law Notary's principal place of business.

(b) The protocol shall contain an original copy or photocopy of each of the Alabama Civil-law Notary's authentic acts in date sequence, and an original photocopy of any supporting or related documents, which shall be permanently archived in the protocol. The protocol shall also contain, in date sequence, a photocopy or original copy of any document containing, incorporating or depending upon, an acknowledgment, oath or solemnization executed by the civil-law notary, which shall include a copy of any certificate made by the civil-law notary.

(c) The protocol shall contain or be accompanied by an index to its contents in date order. In addition to the date on which act, oath, acknowledgement, or solemnization was executed, each entry in the index shall identify the party or parties who paid the notary's fee.

(d) The protocol shall be available for inspection by the Office of the Secretary of State during reasonable business hours and copies of any documents contained in the protocol shall be furnished to the Office of the Secretary of State upon request. The contents of the protocol shall otherwise be considered confidential and shall be made available only to persons who have a legal interest in a particular transaction.

(e) An Alabama Civil-law Notary who takes custody of the protocol of another Alabama Civil-law Notary's protocol because of suspension or incapacitation shall maintain the protocol until the suspension period expires or the incapacitation is relieved. When an Alabama Civil-law Notary takes custody of another Alabama Civil-law Notary's protocol, because of revocation or death, the custodial Alabama Civil-law Notary shall permanently maintain the protocol in accordance with this rule. Ala. Adm. Code 820-6-3-.02, et seq.

Form and Content of Authentic Acts

Section §36-20-50, Code of Ala. 1975 and Ala. Adm. Code 820-6-4-.01, et seq., states that each Authentic Act shall contain:

- (a) The handwritten signature and original seal of the Alabama Civil-law Notary.
- (b) The typewritten full name of the Alabama Civil-law Notary in the form in which the notary's application for appointment was originally submitted to the Office of the Secretary of State and the words "Alabama Civil-law Notary" typewritten in the English language.
- (c) The current business address and the telephone number of the Alabama Civil-law Notary typewritten in the English language.
- (d) A statement typewritten in the English language that "Under the laws of the State of Alabama, Act No. 99-449, this authentic act is legally equivalent to the authentic acts of civil-law notaries in all jurisdictions outside the geographic borders of the United States and is issued on the authority of the Alabama Secretary of State."
- (e) The date on which the authentic act was signed and sealed by the Alabama Civil-law Notary and the signatures of the parties to the transaction.
- (f) All words or statements required to appear in the English language may also appear in any other language.
- (g) An authentic act may also contain such other information or material as may be required to satisfy any legal requirements, or to satisfy ethical or legal concerns, or the business needs of the parties to the transaction or of the Alabama Civil-law Notary including statements attesting to the signatures on accompanying documents if executed in the Alabama Civil-law Notary's presence, and any witnessing signatures; a statement confirming the legality of the transaction and the contents of any documents and any limitations thereon; any facts contained in the documents or relied on any interested party and any limitations thereon.

Definitions

As listed in Section 36-20-50, Code of Alabama, 1975.

(a) **AUTHENTIC ACT.** An instrument executed by a civil law notary referencing this article, which includes the particulars and capacities to act of transacting parties, a confirmation of the full text of any necessary instrument, the signatures or their legal equivalent thereof of any transacting parties, the signature and seal of a civil law notary, and such other information prescribed by the Secretary of State.

(b) **BREVET.** A private document in which the civil law notary attests to the authenticity of the signature or signatures, a fact or a contract. Brevets may be used, among other things, to certify signatures, prescribe oaths, certify a translation or a copy of a document that is not part of the civil law notaries' protocol, or certify the identity of any object or thing.

(c) **CIVIL LAW NOTARY.** A person who is admitted to the practice of law in this state, who has practiced law in a United States jurisdiction for at least five years, and who is appointed by the Secretary of State as a civil law notary.

(d) **MINUTE.** An authentic act written by a civil law notary, which contains the exact narration of a finding of fact or facts influencing the rights of private parties of which the civil law notary has personal knowledge and that due to the nature of the authentic act, does not constitute a contract or juridical business. The types of minutes include, but may not be limited to, the following:

1. **General Minutes** is a minute providing a certification of general facts known to the civil law notary.

2. **Minutes of Notoriety.** A minute providing a certification that a fact is generally known by the people who have a direct or close relationship with the factual situation or its consequences, or who belong to the social or economic environment of the person affected by a particular fact.

3. **Minutes of Correction.** A minute for the purpose of rectifying minor errors in form or omissions made by the civil law notary in prior authentic acts.

4. **Minutes of Addition.** A minute for the purpose of including a document in the civil law notary's protocol in order to provide for preservation of the document; limited memorialization of domestic private documents and/or execution of foreign legal documents.

(e) **NOTARIAL DEED.** An authentic act in which contains a contract, transaction, or other juridical act and which may also include the certification of facts. Notarial deeds may involve either a single party, as in the case of a will, or multiple parties, as with a contract.

Rules of Procedure

According to Section 36-20-52, Code of Alabama (1975), The Secretary of State may adopt rules prescribing all of the following:

- (a) The form and content of authentic acts, oaths, acknowledgments, and signatures and seals or their legal equivalents.
- (b) Procedures for the permanent archiving of authentic acts, maintaining records of acknowledgments and oaths, and procedures for the administration of oaths and taking of acknowledgments.
- (c) The charging of reasonable fees to be retained by the Secretary of State for the purpose of administering this article.
- (d) Educational requirements and procedures for testing applicants' knowledge of all matters relevant to the appointment, authority, duties, or legal or ethical responsibilities of a civil law notary.
- (e) Procedures for the disciplining of civil law notaries, including, but not limited to, the suspension and revocation of appointments for failure to comply with the requirements of this article or the rules of the Secretary of State, or for misrepresentation or fraud regarding the civil law notary's authority, the effect of the civil law notary's authentic acts, or the identities or acts of the parties to a transaction.
- (f) Bonding or errors and omissions insurance requirements, or both, for civil law notaries.
- (g) Other matters necessary for administering this article.

Powers of Civil Law Notaries

- (a) The powers of civil law notaries include, but are not limited to, all of the powers of a notary public under the laws of this state.
- (b) This article shall not be construed as abrogating the provisions of any other act relating to notaries public, attorneys, or the practice of law in this state. §36-20-54, Code of Ala. 1975.

Certification

If certification of a civil law notary's authority is necessary for a particular document or transaction, it must be obtained from the Secretary of State. Upon receipt of a written request from a civil law notary and the fee prescribed by the Secretary of State, the Secretary of State shall issue a certification of the civil law notary's authority, in a form prescribed by the Secretary of State, which shall include a statement explaining the legal qualifications and authority of a civil law notary in this state. The fee prescribed for the issuance of the certification under this section or an apostille shall not exceed twenty dollars (\$20) per document. The Secretary of State may adopt rules to implement this section. §36-20-55, Code of Ala. 1975.

CIVIL LAW NOTARY FORMS

Civil Law Notary Application for Appointment Form

This form can be found at

<https://www.sos.alabama.gov/sites/default/files/Civil%20Law%20Notaries/acln-1.pdf>

The Alabama Appointment of Protocol Custodian and Seal Filing Form

This form can be found at

<https://www.sos.alabama.gov/sites/default/files/Civil%20Law%20Notaries/acln-2.pdf>

The Alabama Civil Law Notary Annual Report form

The link for the annual report form can be found at

<https://www.sos.alabama.gov/sites/default/files/Civil%20Law%20Notaries/acln-3.pdf>

The applicant must file an annual report with the Office of the Secretary of State. Failure to file an annual report with the Office of the Secretary of State by the last business day of January shall result in a late fee of ten dollars per calendar day late through the last business day of February with a maximum late fee of two hundred fifty dollars. If the annual report is not filed and received by the Secretary of State by the last business day of February the Civil law notary's appointment shall be revoked. §820-6-1-0.1. Ala. Adm.

Alabama Civil Law Notary Signature and Seal Form

This form can be found at

<https://www.sos.alabama.gov/sites/default/files/Civil%20Law%20Notaries/acln-4.pdf>

QUESTIONS AND ANSWERS

1. What is a Civil Law Notary?

A Civil Law Notary is a person who is admitted to the practice of law in this state, and who is appointed by the Secretary of State. See section 36-20-50 of the Code of Ala. 1975.

2. Do Civil Law Notaries and Notaries Public share the same powers?

The powers of civil law notaries include, but are not limited to, all of the powers of a notary public under the laws of this state.

3. How many years must I practice law in order to become a Civil Law Notary?

To become a civil law notary, one must have practiced law a minimum of five (5) years in the state of Alabama. See Ala. Code §36-20-50.

4. What are the qualifications for becoming a Civil Law Notary?

A person wanting to be appointed to be a civil law notary must have a “certificate of good standing” from the Alabama Supreme Court and proof of current membership in the Alabama State Bar. See Ala. Admin. Rule 820-6-1-.01(2)(a).

5. Where can I go to receive training for becoming a Civil Law Notary?

Visit the Secretary of State’s website under the Services and Administrative Services tabs to find training websites and other helpful information.

6. Do I have to file an annual report as a Civil Law Notary?

Yes, civil law notaries must file an annual report each year.

7. Where do I file my annual report?

A civil law notary will file the annual report with the Office of the Secretary of State.

CONCLUSION

The public office of Civil Law Notaries is exceedingly serious, and anyone chosen for this position has an obligation and responsibility to serve the public. For questions or concerns, please contact the Secretary of State’s Office.

CONTACT

State Notary Website

<https://www.sos.alabama.gov/administrative-services/civil-law-notaries>

Phone Number

(334) 353-7854

Mailing Address

Office of the Secretary of State
Executive Division - Notaries Public
P.O. Box 5616
Montgomery, AL 36103

For questions regarding this handbook, contact the General Counsel of the Secretary of State by phone at (334) 353-7857, or contact Janice McDonald by phone at (334) 353-7854 or by email at Janice.McDonald@sos.alabama.gov.

For information regarding notary supplies and additional information on becoming a Civil Law Notary, contact your county probate judge and visit the Secretary of State's website under the Services and Administrative Services tabs.