



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 114.00 Notary Requirements

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 01/01/2005

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Authority:

[R.S. 35:191.2](#)

[R.S. 35:12](#)

To view Louisiana Statutes: <http://www.legis.state.la.us/>

Requirements:

- Every document notarized in Louisiana must have the notary identification number assigned by the Louisiana Secretary of State for all non-attorney notaries, including Justice of the Peace, or the Louisiana State bar roll number for attorneys.
 - The notary name and identification number shall be typed, stamped, or printed legibly.
 - The notary identification number must be placed next to the notary's name.
- Individuals (other than regular commissioned notary publics) must indicate their position or title from which their notarial power is derived, in addition to their notary identification number.

Example: _____
Signature
Jane Doe, #12345
Notary Public

- Documents notarized by any **Justice of the Peace** must have the assigned identification number from the Louisiana Secretary of State placed next to the name of the Justice of the Peace. Also, the name and identification number shall be typed, stamped, or printed legibly.

Example: _____
Signature
Jane Doe, JP-01-2
Justice of the Peace, St. Tammany Parish

- Notaries are further required to insert the full names (first and last) of the parties involved. Initials, nicknames, or pet names cannot be used for first names.
- Notary identification numbers are listed on the Secretary of State's website: www.sos.louisiana.gov.
- Any documents notarized after January 1, 2005 that do not contain the notary identification number or Louisiana State bar roll number cannot be accepted and must be rejected for the customer to obtain that information.
- Ex-officio is not accepted.