



State of New Jersey  
Department of the Treasury

Division of Revenue and Enterprise Services

**NOTARY PUBLIC COMPLAINT**

Use this form to file a complaint. Please note that in order to address your complaint fully, the Division will be required to bring the matter to the notary public's attention and allow for the notary to respond. In doing this, we will communicate the nature and substance of the complaint to the notary, and also provide the notary with copies of the supporting documents submitted with the complaint.

**Submitter**

Name:

Address:

Street

City

State

Zip Code

Telephone #:

Cell Phone #:

E-mail Address:

**New Jersey Notary Public Information**

Name:

Notary ID (if known):

Location:

City

Zip Code

Date Alleged Improper Act(s) Occurred:

**Witnesses**

Name:

Address:

Street

City

State

Zip Code

Telephone #:

Cell Phone #:

E-mail Address:

Name:

Address:

Street

City

State

Zip Code

Telephone #:

Cell Phone #:

E-mail Address:

Attach Additional Sheets if Needed

### Description of Alleged Infraction(s)

Provide as much detail on the alleged infraction(s) as possible. State the specific actions that you believe to be violations of the notary law and list the facts that support your statements.

Attach Additional Sheets If Needed

### Supporting Evidence

Attach copies of documents that support your complaint. **Be sure to include a copy of the notarized document(s) involved with the complaint.**

## Verification

I solemnly swear/ attest that the information presented in this complaint is true.

\_\_\_\_\_  
Submitter's Name

\_\_\_\_\_  
Submitter's Signature

\_\_\_\_\_  
Date

State of New Jersey

County of \_\_\_\_\_

\_\_\_\_\_ appeared before me personally, and duly swore/affirmed that:

1. He/she signed foregoing complaint; and
2. The information contained therein is true.

(Place Notary Stamp or Seal Here)

\_\_\_\_\_  
Notary Public Name

\_\_\_\_\_  
Notary Public Signature

**Mail completed form to:**

**PO Box 452**

**Trenton, NJ 08646**

**Attn: Notary Unit Supervisor**



# State of New Jersey Department of the Treasury

## Division of Revenue and Enterprise Services

### NOTARY COMPLAINT INSTRUCTIONS

The State Treasurer serves as the commissioning officer for notaries public in New Jersey. Notaries public serve at the pleasure of the State Treasurer, and the Treasurer may remove notarial commissions or impose corrective actions on notaries public who have acted negligently and/or who have committed misconduct.

This form allows the public to file complaints against New Jersey notaries public with the Division of Revenue and Enterprise Services (DORES). DORES acts as the State Treasurer's agent with respect to the State's notary public commissioning program.

Complaints must relate specifically to notarial acts and/or information about a notary's commission. Further, please be aware that DORES is only empowered to investigate notarial acts and/or information that relates to the veracity of statements made by a notary public on his/her commission application. Neither DORES nor the State Treasurer has any authority to impose civil or criminal penalties on a notary public. Likewise, DORES and the State Treasurer have no authority to conduct forensic evaluations of documents, render legal advice or judge the validity/ legal sufficiency of documents associated with notarial acts.

#### **If you wish to file a complaint:**

- Complete the form in a legible manner.
- Identify yourself in the Submitter block. You may use your home address, business address or PO Box.
- Identify the notary public in the New Jersey Notary Public Information block. An online look-up service is available for this information: <https://www.nj.gov/treasury/revenue/notary.shtml>.
- If applicable, identify witnesses in the Witnesses block. A witness is a person who was a party to or observed the notarial act and/or who has direct knowledge of facts that support the complaint. You may use home address(es), business address(es) or PO box(es).
- Provide as much detail on the alleged infraction(s) as possible in the Alleged Infraction(s) block. State the specific actions that you believe to be violations of the notary law and list the facts that support your statements.
- Attach supporting evidence. Be sure to include a copy of the notarized document(s) involved in the complaint, and if possible, a copy of the page from the notary's journal showing the entry for the act in question. Depending upon the nature of the alleged infraction, other forms of evidence could include:
  - Receipts for fees charged
  - Correspondence with the notary
  - Verified witness statement(s)
  - Statements from law enforcement and/or court officials concerning the notarial act in question
  - Examples of the notary's advertising material
  - Documents indicating the notary is conducting the unauthorized practice of law
- Sign, date and execute the verification with a New Jersey notary public.
- Mail the completed complaint to:

PO Box 452

Trenton, NJ 08646

Attn: Notary Unit Supervisor