

Public Notaries Appointment Second Amendment Rule 2025

under the

Public Notaries Act 1997

The Legal Profession Admission Board made the following rule under the Public Notaries Act 1997 on 19 August 2025.

Jerry Riznyczok
Registrar of Public Notaries

Explanatory note

The object of this rule is to amend the Public Notaries Appointment Rules to accommodate the new process that will be introduced later in 2025 that will allow for applications made under the Rules to be made online instead of by prescribed paper forms.

1 Name of Rule

This Rule is the Public Notaries Appointment Second Amendment Rule 2025

2 Commencement

This Rule commences on its publication in the New South Wales Government Gazette.

3 Amendment of Public Notaries Appointment Rules

New Rule 13 – Forms and Online lodgement

Insert new Rule 13 after Rule 12 as follows:

13 Forms and Online lodgement

- (1) Where these Rules provide that an application shall be in a particular form, the form referred to is to be published on the Board's website.
- (2) Where the Registrar has made provision for a Form to be available to be lodged online, any application lodged in accordance with that online process shall be deemed sufficient compliance with the requirements for lodging the relevant prescribed form, provided that:
 - (a) any requirement that specified information or a statutory declaration be included in, attached to or furnished with the prescribed form, has been complied with during that online process; and

(b) any prescribed fee has been paid, or suitable arrangements have been made with the Registrar for payment.

(3) Where a form requires the original of a document to be provided, the application is not duly completed until the original is provided to the Registrar.