



Legal Profession
Admission Board
of New South Wales

Guide for Applicants

for appointment as a Public Notary in NSW

in accordance with the Public Notaries Act 1997 and the
Public Notaries Appointment Rules 1998

Version 2.0
Effective after 7 October 2025

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1. Using this Guide

We recommend that you read this Guide in full before you start your application for admission as a Public Notary. The Guide will help you understand the requirements of an application and avoid errors which can delay processing.

Please ensure you are reading the latest version of this Guide, as updates may be issued at any time. The latest version can be found on the Board's website at www.lpab.nsw.gov.au under 'Appointment as a Public Notary'.

2. Public Notary Appointments

The Legal Profession Admission Board administers the appointment of Public Notaries in NSW. The Executive Officer of the Board is the Registrar of Public Notaries and maintains the Roll of Public Notaries. Please note the Admission Board does not provide information about the services given or the fees charged by persons appointed as Public Notaries.

Any information for services or fees for services provided by Notaries should be directed to Society of Notaries at Notarynsw.org.au.

3. Application for appointment

Public Notaries are appointed pursuant to the *Public Notaries Act 1997* and the [Public Notaries Appointment Rules 1998](#).

The Board maintains a version of the Rules on its website. The version on Austlii is not current.

Persons interested in seeking appointment as Public Notaries are advised to read section 11 of the *Public Notaries Act 1997* before applying for appointment.

4. Eligibility to apply for appointment

Rule 2 of the *Public Notaries Appointment Rules 1998* states a person is qualified for approval as a suitable candidate for appointment as a Public Notary if they:

- a) has been a legal practitioner for a continuous period of not less than five years,
- b) is the holder of a current Australian practising certificate, and
- c) has completed a Notarial Practice Course conducted by the Board or approved by the Board.

Note: "legal practitioner" is defined in section 3 of the *Public Notaries Act 1997*.

Note: The College of Law Notarial Practice Course is the only course currently approved by the Board

5. Using the Online Admission Portal

Applications are submitted through the Board's Online Admission Portal. From here, you can:

- Apply for appointment as a Public Notary
- Change your particulars and complete your annual notification of particulars
- Apply to amend your name on the Supreme Court Roll of Lawyers
- Apply for Certificates, Letters, and other services from the Board

If you applied for admission as a Lawyer in NSW after 2016 you will already have an account. If you do not remember your details please contact the Board for advice at lpab@justice.nsw.gov.au.

Creating an account requires you to register with an email address. We recommend you use a personal email address you will not lose access to. This does not have to be the email address recorded on the Register of Public Notaries.

Certain email addresses are blocked by LPAB's internet service provider. These include qq.com and 163.com.

Once you have created an account, you will need to lodge an *Application to add or link previous Legal Admission or Accreditation in Australia (L3)*. You will be asked a series of questions about your admission as a lawyer. Once done, Board staff will verify your credentials and record them against your account. You will then have access to relevant applications like *Application for appointment as a Public Notary in NSW (N1)* and *Change of Particulars/ Annual Notification of Particulars for NSW Public Notary (N2)*.

New accounts are subject to identity checks and you may be required to provide 100 points of identification. LPAB may also need to visually verify your identity against a photo identification card.

6. Your identity

You must apply under the name under which you appear on the Supreme Court Roll of Lawyers.

If your name has changed since your admission as a lawyer you must make an application to officially change your name on the Supreme Court Roll of Lawyers (L2). An L2 application can be made in the Board's Online Admission Portal. The application must comprise:

1. Certified copy of the original certificate issued by the New South Wales Registrar of Births Deaths and Marriages or an equivalent body in another State or Territory of Australia,
2. a statutory declaration setting out the circumstances for the change of name
3. and the [prescribed fee](#).

An application for a change of name on the Roll of Lawyers must be submitted in time for processing before the closing date of application for appointment of public notary.

7. How to apply for appointment as a public notary

Applications for appointment can be lodged twice per year:

- for appointment in April, you should lodge your application no later than 28 February
- for appointment in October, you should lodge your application no later than 31 August.

To apply, please submit an *Application for appointment as a Public Notary in NSW (N1)* in the Online Admission Portal. You will need to attach the following documents:

1. A copy of your Certificate of Admission
2. Original certificate(s) from professional organisation(s) showing that you have held an Australian Barrister's and or Solicitors practicing certificates for a total of not less than 5 years continuously
3. Copy of current Practicing Certificate
4. Copy of Certificate of Completion of Notarial Practice Course prescribed by Rule 2 (c)
5. Certificate in Form 157 of the Rules that the oath of office(original) was duly tendered and taken before a registrar of the Supreme Court
6. (if applicable) a disclosure statement bringing to the notice of the Board the facts set out in a document signed by you and annexed to your application asking the Board to consider whether those facts adversely affect your application

Late applications can be submitted up to one week after the deadline on payment of a late fee. You should also forward a copy of your application to the Secretary of the Society of Notaries of New South Wales. You will be notified of the result of your application in either mid April or mid October.

8. Notarial Seal



Rule 11 of the Public Notaries Appointment Rules 1998 requires that a Public Notary shall furnish to the Registrar within 28 days of his or her appointment a specimen of his or her signature and an impression of the Public Notary's seal. You can provide a specimen of your seal at any time by submitting a *Change of Particulars/ Annual Notification of Particulars for NSW Public Notary (N2)* application in the Online Admission Portal.

9. Change of particulars

Rule 10 of the Public Notaries Appointment Rules 1998 requires that a Public Notary must advise the Board within 28 days of a change of address or other particulars. You can update your particulars at any time by submitting a *Change of Particulars/ Annual Notification of Particulars for NSW Public Notary (N2)* application in the Online Admission Portal.

10. Certificate of Current Appointment

The Registrar may issue a certificate of current appointment to a Public Notary who wishes to evidence their current enrolment as a Public Notary. Apply on the Online Admission Portal by submitting a *Request for a Certificate, Letter or Service (L8)* application L8.

11. Annual Notification

Public Notaries are required to provide annually to the Registrar a notification of their current particulars with the [prescribed fee](#). You will be notified via email when the annual notification of particulars is issued, and should then complete your Annual Notification in the Online Admission Portal by submitting a *Change of Particulars/ Annual Notification of Particulars for NSW Public Notary (N2)* application.

12. Frequently asked questions

Why can't I see *Application for appointment as a Public Notary in NSW (N1)* in the Online Admission Portal?

The *Application for appointment as a Public Notary in NSW (N1)* only displays when a user's date of admission is over 5 years prior to the current date.

If you believe your account details are incorrect please contact the LPAB for advice at lpab@justice.nsw.gov.au

Why can't I see *Change of Particulars/ Annual Notification of Particulars for NSW Public Notary (N2)* in the Online Admission Portal?

The *Change of Particulars/ Annual Notification of Particulars for NSW Public Notary (N2)* only displays when a user is recorded as an appointed Public Notary.

If you believe your account details are incorrect please contact the LPAB for advice at lpab@justice.nsw.gov.au

13. Contact us

NSW Legal Profession Admission Board

Phone: (02) 9338 3500 10:00am to 3:00pm on business days

Email: lpab@justice.nsw.gov.au

Web: www.lpab.nsw.gov.au

Postal: GPO Box 3980, Sydney NSW 2001

Street: Suite 1805, Level 18, 109 Pitt Street, Sydney NSW 2000, Australia

The Office of the LPAB is open to the public between 12 noon and 2:00pm on Tuesdays and Thursdays (except public holidays).

For access requests at other times during business hours, please contact us in advance to make an appointment.

14. Give us your feedback

We value feedback from applicants about the admission process, and about our client services generally. You can write to us, telephone or email us with your concerns

If you wish to provide confidential feedback or raise a complaint with the Legal Profession Admission Board, please email lpab.feedback@justice.nsw.gov.au. Your feedback will be handled confidentially by a senior officer of the Board. We aim to:

- acknowledge complaints within 3 working days
- resolve complaints within 21 working days.

15. Document history

Version	Date	Reason
1.0	08 August 2016	Approved by the Executive Officer of the NSW LPAB.
2.0	07 October 2025	Revised to reflect: consolidation of processes within the Board's Online Admission Portal, updated contact details, updated feedback process
