

ONLINE NOTARY COURSE AND EXAMINATION

The Office of the Secretary of American Samoa will provide a four-hour (4) Notary Public Certification Course on Thursday, January 30, 2025. The course will be held online. Register for further information.

Date: Thursday, January 30, 2025

Time: 8 am to 12 pm.

Venue: The course will be conducted online.

Registration link:

<https://docs.google.com/forms/d/e/1FAIpQLSe3qpbWHTcOmEVm4C5-yGoNh4tj7VN2cwghn1A99ZiPTRMT4w/viewform?usp=header>

ONLINE REGISTRATION IS REQUIRED

Registration Closing Date & Time: Tuesday, January 28, 2025 at 2:00 pm

Requirements for Registration:

1. \$100 registration fee must be paid prior to registering for the notary course. Payable at the Department of Treasury – Revenue Office (first floor of the Executive Office Building). Submit your receipt when registering online.
2. Submit a copy of a valid photo ID upon registration.
3. Fill out and submit the Notary Application form along with the required supporting documents as well as the Department of Homeland Security Certification of Identity form that is available for download at https://www.osas.as/files/ugd/36d1c0_3cf7cf0f804f41d883fc658be05509c1.docx?dn=NOTARY%20APPLICATION%20FORM%20-%202011-21-2022.docx . You can also pick up copies of these forms from the Office of the Secretary of American Samoa located on the second floor of the Lumana'i Building in Fagatogo (DPS side, second door on the right).
4. More details on the eligibility requirements and overall process can be found at www.osas.as.gov.

INSTRUCTIONS:

Once you have registered, we will email you a Zoom link to join the course. Only those who have registered beforehand will be allowed on the Zoom call.

The email will also contain PDF documents to assist you during the course. It is highly recommended that you print out these documents or have them readily available so you can refer to them during the course.

After the course, you will be required to take a 25-question examination online. We will send you the link before the end of the course. You are then required to take and complete the examination within a specified time limit set by the instructor during the course.

Upon completion of the examination, we ask that you complete an evaluation form (optional) on how we conducted the course. The survey is anonymous and any suggestions, recommendations, and critiques will be used to improve upon this course.

Online Course - Minimum Requirements:

1. Four (4) hours of uninterrupted time set aside for the course.
2. Must have a computer with high-speed internet. You are responsible for access to a reliable internet connection for the duration of the course.
3. The computer must have a camera to be able to participate (camera should be turned on at all time during the course).
4. Must reside in American Samoa and intend to conduct business as a Notary Public in American Samoa.

You can email Lorelei Haleck-Fifita, Notary Program Manager, at lorelei.fifita@go.as.gov for more information.

Fa'afetai.