

Notary Court Portal How To

This document will help guide users through the new Notary Court Portal. If there are additional questions or issues, please contact the Virginia Notary Office located at the Patrick Henry Building in Richmond, Virginia at Notary@governor.virginia.gov or you can call during business hours at (804) 692-0115.

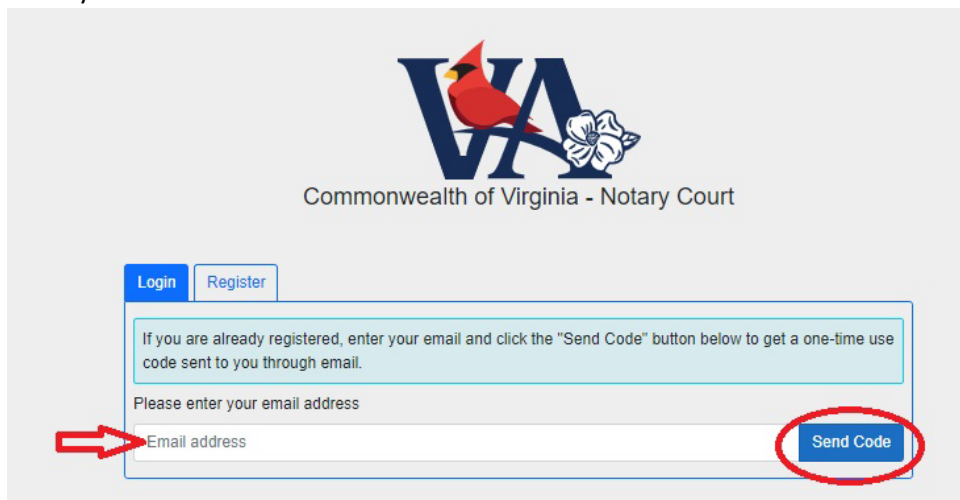
Please review the FAQs information on our website to obtain the answers to most of your questions: www.commonwealth.virginia.gov

Contents

To Log in With an Existing Email	2
To Register for an Account.....	3
Set Oath Dates	4
Filtering on Data.....	9
View Oath History	12
Update Application to Failed to Qualify.....	13
How to confirm a Notary is currently in Good Standing.....	16

To Log in With an Existing Email

1. If you have registered with your email and have access to the inbox, use the directions below.
2. To log in, go to <https://notarycourt.solutions.virginia.gov/>.
3. Enter your email address in the indicated box and click "Send Code".



4. You will receive a one-time use code that is good for 5 minutes to your inbox. Copy and paste that code in the space provided and click "Verify".

request a new one'. Below this is a label 'One-Time Use Code:' and a text input field labeled 'Code'. A red arrow points to the input field. To the right of the input field is a blue button labeled 'Verify', which is circled in red. At the bottom of the form is a link: '[Try a different email address](#)'." data-bbox="173 491 772 647"/>

5. You will now be able to see the main screen where you can set Oath Dates – proceed to the Set Oath Date part of this document.
6. If you have already registered for an account and you receive an error, please contact the Virginia Notary Office.

To Register for an Account

1. If you have not registered or are using an email where you do not have access to the inbox, use the directions below.
2. To register, go to <https://notarycourt.solutions.virginia.gov/>.
3. Click on the “Register” tab and fill out all the information indicated.

The screenshot shows the registration form with the 'Register' tab selected. A yellow box contains the instruction: 'Please use your official government, state, or county-issued email address (ends with .gov or .us) to help ensure proper account verification.' The form fields are: Email (example@example.gov), First Name (Jane), Last Name (Smith), and Circuit Court (Campbell Circuit Court). Below these is a confirmation section: 'Please confirm the address of the selected court:' followed by a checked checkbox for 'P.O. Box 7, 732 Village Highway, Rustburg, VA, 24588-0007'. At the bottom, there is a reCAPTCHA notice and a 'Submit' button.

4. You will receive a one-time use code that is good for 5 minutes to your inbox. Copy and paste that code in the space provided and click “Verify”.

The screenshot shows the verification screen with the 'Verify' tab selected. A light blue box contains the message: 'Thank you for registering with the Commonwealth of Virginia. Please enter the code you received at erika.mahaney@vita.virginia.gov. If you did not receive a code [request a new one](#)'. Below this is a section for the 'One-Time Use Code:' with a text input field labeled 'Code' and a 'Verify' button. A red arrow points to the 'Code' field, and a red circle highlights the 'Verify' button.

5. You will now be able to see the main screen where you can set Oath Dates – proceed to the Set Oath Date part of this document.
6. If you have any errors, please contact the Virginia Notary Office.

Set Oath Dates

- Once you have logged into the Portal, you will see all the applicants who have indicated they will be taking their oath at your court (see example below).

Set Oath Date

Current user: Erika Test
Current court: Fairfax Circuit Court

[Search Applications](#)
[Review Selected](#)

To set the oath date or set application failed to qualify select the notary applications from the list by clicking on the checkbox or double-click on any other column of the row. To toggle selection of all the visible rows — click on the checkbox in the column header. Go to the **Review Selected** tab to review your choices and update the records. To customize the application results use the **Add Filter** button. To review the history of the applicants who have already taken the oath — click on the **View Oath History**

[View Oath History](#)

[Filter +](#)

<input type="checkbox"/>	Notary ID	Full Name	Oath Expiration Date	Print Commission Date ▲
<input type="checkbox"/>	7624593	Linda Strawderman	03/06/2015	01/05/2015
<input type="checkbox"/>	7033927	GORDEAN Lee O'CONNOR	03/27/2015	01/26/2015
<input type="checkbox"/>	7208271	Nadia Batool Hussain	03/27/2015	01/26/2015
<input type="checkbox"/>	7621758	sacha Eillene White	03/27/2015	01/26/2015
<input type="checkbox"/>	7507115	Irene Thomas	04/17/2015	02/16/2015
<input type="checkbox"/>	7630685	Maeve Theresa Ryan	04/17/2015	02/16/2015
<input type="checkbox"/>	284181	Makiko Funatsu Tyree	04/17/2015	02/16/2015
<input type="checkbox"/>	7633227	Bassam Nihad Souliman	05/08/2015	03/09/2015
<input type="checkbox"/>	7500006	Micael D Erickson	05/15/2015	03/16/2015
<input type="checkbox"/>	7504728	Tia Casas-Fonseca	05/22/2015	03/23/2015

[«](#)
[»](#)
[1](#)
[2](#)
[3](#)
[...](#)

Page size: 10

- Select the application(s) that you will be setting Oath Dates for by clicking on the checkbox next to the application Notary ID. You will know they are selected with a check mark and the row will be highlighted in green as well. You may select all the rows that are on the screen by selecting the checkbox column header.

Set Oath Date

Current user: Erika Test
Current court: Fairfax Circuit Court

[Search Applications](#)
[Review Selected](#)

To set the oath date or set application failed to qualify select the notary applications from the list by clicking on the checkbox or double-click on any other column of the row. To toggle selection of all the visible rows — click on the checkbox in the column header. Go to the **Review Selected** tab to review your choices and update the records. To customize the application results use the **Add Filter** button. To review the history of the applicants who have already taken the oath — click on the **View Oath History**

[View Oath History](#)

[Filter +](#)

<input checked="" type="checkbox"/>	Notary ID	Full Name	Oath Expiration Date	Print Commission Date ▲
<input type="checkbox"/>	7624593	Linda Strawderman	03/06/2015	01/05/2015
<input checked="" type="checkbox"/>	7033927	GORDEAN Lee O'CONNOR	03/27/2015	01/26/2015
<input type="checkbox"/>	7208271	Nadia Batool Hussain	03/27/2015	01/26/2015
<input type="checkbox"/>	7621758	sacha Eillene White	03/27/2015	01/26/2015
<input checked="" type="checkbox"/>	7507115	Irene Thomas	04/17/2015	02/16/2015
<input type="checkbox"/>	7630685	Maeve Theresa Ryan	04/17/2015	02/16/2015
<input type="checkbox"/>	284181	Makiko Funatsu Tyree	04/17/2015	02/16/2015
<input checked="" type="checkbox"/>	7633227	Bassam Nihad Souliman	05/08/2015	03/09/2015
<input type="checkbox"/>	7500006	Micael D Erickson	05/15/2015	03/16/2015
<input type="checkbox"/>	7504728	Tia Casas-Fonseca	05/22/2015	03/23/2015

[«](#)
[»](#)
[1](#)
[2](#)
[3](#)
[...](#)

Page size: 10

3. Once you have selected all the applications that you will be setting the oath date for, click on "Review Selected". Please note, you will see a number in red after "Review Selected", this number indicates the number of applications on all pages that has a checkmark.

Set Oath Date

Current user: Erika Test Current court: Fairfax Circuit Court

Search Applications **Review Selected 3**

To set the oath date or set application failed to qualify select the notary applications from the list by clicking on the checkbox or double-click on any other column of the row. To toggle selection of all the visible rows — click on the checkbox in the column header. Go to the **Review Selected** tab to review your choices and update the records. To customize the application results use the **Add Filter** button. To review the history of the applicants who have already taken the oath — click on the **View Oath History**

Filter +

<input checked="" type="checkbox"/>	Notary ID	Full Name	Oath Expiration Date	Print Commission Date ▲
<input type="checkbox"/>	7824593	Linda Strawderman	03/08/2015	01/05/2015
<input checked="" type="checkbox"/>	7033927	GORDEAN Lee O'CONNOR	03/27/2015	01/28/2015
<input type="checkbox"/>	7208271	Nadia Batool Hussain	03/27/2015	01/28/2015
<input type="checkbox"/>	7821758	sacha Eillene White	03/27/2015	01/28/2015
<input checked="" type="checkbox"/>	7507115	Irene Thomas	04/17/2015	02/18/2015
<input type="checkbox"/>	7830885	Maeve Theresa Ryan	04/17/2015	02/18/2015
<input type="checkbox"/>	284181	Makiko Funatsu Tyree	04/17/2015	02/18/2015
<input checked="" type="checkbox"/>	7833227	Bassam Nihad Souliman	05/08/2015	03/09/2015
<input type="checkbox"/>	7500006	Micael D Erikson	05/15/2015	03/18/2015
<input type="checkbox"/>	7504728	Tia Casas-Fonseca	05/22/2015	03/23/2015

Page size: 10

4. In the Review Selected tab, you will see a gray box with all the applications you have selected.

Set Oath Date

Current user: Erika Test Current court: Fairfax Circuit Court

Search Applications **Review Selected 3**

Selected Notary Applications

Click on the notary applicant's name to toggle the application information block.

G. L. O'CONNOR (7033927) ✕ I. Thomas (7507115) ✕ B. N. Souliman (7833227) ✕ **Remove All**

Oath Date mm/dd/yyyy **Set Oath Date** OR **Set Failed To Qualify**

- To see information about each application, click on the gray box and a drop down will appear with the Print Commission Date and Oath Expiration date in it.

Search Applications Review Selected 3

Selected Notary Applications

Click on the notary applicant's name to toggle the application information block.

G. L. O'CONNOR (7033927) X I. Thomas (7507115) X B. N. Souliman (7633227) X Remove All

Print Commission date:
03-09-2015
Oath Expiration date:
05-08-2015

Oath Date mm/dd/yyyy Set Oath Date OR Set Failed To Qualify

- Once you have verified all applications are the ones that you want to set the oath date for, type or select that oath date in the space provided and click "Set Oath Date".

Search Applications Review Selected 3

Selected Notary Applications

Click on the notary applicant's name to toggle the application information block.

G. L. O'CONNOR (7033927) X I. Thomas (7507115) X B. N. Souliman (7633227) X Remove All

Print Commission date:
01-26-2015
Oath Expiration date:
03-27-2015

Print Commission date:
02-16-2015
Oath Expiration date:
04-17-2015

Print Commission date:
03-09-2015
Oath Expiration date:
05-08-2015

Oath Date 05/06/2025 Set Oath Date OR Set Failed To Qualify

- A confirmation box will pop up for you to confirm the you would like to set the Oath Date for the number of applications selected and the date that you set. If that is correct, press confirm. If anything is incorrect, click "Cancel" and correct the necessary information.

Confirm setting the oath date

Please confirm setting the oath date of 6/15/2024 for 3 applications.

Confirm Cancel

- You will see under the Oath Date box if the applications were successful or unsuccessful. On the applications in green, the oath date has been set and no more steps need to be completed. The

applications in red, have errors and need to be looked at. You can see what the error is next to the application ID.

[Search Applications](#)
[Review Selected 3](#)

Selected Notary Applications

Click on the notary applicant's name to toggle the application information block.

S. Almanza (8117269) X	J. T. Callahan (8119139) X	M. L. Hahn (8118692) X	Remove All
Print Commission date: 04-22-2024 Oath Expiration date: 06-21-2024	Print Commission date: 04-15-2024 Oath Expiration date: 06-14-2024	Print Commission date: 04-15-2024 Oath Expiration date: 06-14-2024	

Oath Date mm/dd/yyyy [Set Oath Date](#) OR [Set Failed To Qualify](#)

✔ Thank you for your submission. Please review the results below.

These notary applications have their status successfully changed, you can safely remove them from your selection

- ID: 8117269 was successfully updated.
- ID: 8118692 was successfully updated.

These notary applications have failed to change their status, please carefully review the error messages and take an appropriate action

- ID: 8119139 is not in Pending Oath status or not in the 60 day window.

- For the applications that are successful, you can remove them from the list by clicking on the X next to the name and resubmit the oath date if needed.

[Search Applications](#)
[Review Selected 3](#)

Selected Notary Applications

Click on the notary applicant's name to toggle the application information block.

S. Almanza (8117269) X	J. T. Callahan (8119139) X	M. L. Hahn (8118692) X	Remove All
Print Commission date: 04-22-2024 Oath Expiration date: 06-21-2024	Print Commission date: 04-15-2024 Oath Expiration date: 06-14-2024	Print Commission date: 04-15-2024 Oath Expiration date: 06-14-2024	

Oath Date mm/dd/yyyy [Set Oath Date](#) OR [Set Failed To Qualify](#)

✔ Thank you for your submission. Please review the results below.

These notary applications have their status successfully changed, you can safely remove them from your selection

- ID: 8117269 was successfully updated.
- ID: 8118692 was successfully updated.

These notary applications have failed to change their status, please carefully review the error messages and take an appropriate action

- ID: 8119139 is not in Pending Oath status or not in the 60 day window.

10. For the applications that are unsuccessful, please review the error and take the necessary steps.
11. If you click on “Remove All”, this will remove all the applications selected.

Filtering on Data

1. There are many ways you can filter the data – each column is something you can filter on. To start filtering for any data, click on “Add filter”.

To set the oath date or set application failed to qualify select the notary applications from the list by clicking on the checkbox or double-click on any other column of the row. To toggle selection of all the visible rows — click on the checkbox in the column header. Go to the Review Selected tab to review your choices and update the records. To customize the application results use the Add Filter button. To review the history of the applicants who have already taken the oath — click on the View Oath History

Filter +

<input type="checkbox"/> Notary ID	Full Name	Oath Expiration Date ▼	Print Commission Date
<input type="checkbox"/> 104944	Maria D. Webb	08/20/2024	04/20/2024

2. Click on the arrow next to “Select filter...” to select the data you want to filter on. This menu shows the columns you can filter on.

Filter —

Select filter... ▼

- Select filter...
- Notary ID
- First Name
- Middle Name
- Last Name
- Oath Expiration Date
- Print Commission Date
- Oath Taken Date
- Term Expiration Date
- Is Good Standing

3. If you want to find the applications with an oath expiration date in June of 2024, select “Oath Expiration Date”.

Add filter —

Oath Expiration Date ▼ Select operator... ▼ mm/dd/yyyy Add Filter

- In “Select operator...” select “is between” and select or type in 06/01/2024 in the first box. Select or type in 06/30/2024 in the second box. Click “Add Filter” and this will show you all the applications where the Oath Expiration Date are between those two dates.

Notary ID	Full Name	Oath Expiration Date	Print Commission Date
104844	Marta R Kink	06/28/2024	04/29/2024
361429	Jamie Ann Bacigalupi	06/21/2024	04/22/2024

- After clicking “Add Filter”, you will see the filter in a dark box. and update the records. To customize the application results use the Add Filter button history of the applicants who have already taken the oath — click on the View Oath

- Another example, if you would like to look for a specific person with the last name of “Tyson”, you would click “Add filter” and select “Last name”. Because you know the last name of the application, you would select the operator “is equal to” and type in Tyson in the box provided and click on “Add Filter”. In the example shown below, this will bring up everyone who’s last name is Tyson where the Oath Expiration Date is between June 1, 2024 and June 30, 2024.

Notary ID	Full Name	Oath Expiration Date	Print Commission Date
8120101	Alaina Lauren George	06/21/2024	04/22/2024

- Once you have clicked “Add Filter” you can see two dark boxes that shows you what filters are currently active.

Notary ID	Full Name	Oath Expiration Date	Print Commission Date
7878290	Andrea Sanchez Tapia	06/21/2024	04/22/2024

Page size: 10

- You can use these examples to filter as much as you would like.
- If you use the “is like” or “is not like” filter, there is one extra step you must do.

- a. If you want to search for any applications that has a name with certain letters in it, you must add a “%” symbol to the search field. Please see the example below.

history of the applicants who have already taken the oath — click on the [View Oath History](#)

Filter —

Oath Expiration Date is between 6/1/2024 and 6/30/2024 X

Last Name

is like

%ne%

Add

<input type="checkbox"/>	8120101	Alaina Lauren George	06/21/2024
<input type="checkbox"/>	7526823	Alicia S Mack	06/21/2024

- b. If you want to see all the applications where the last name has “ne” anywhere in the last name, select “Add filter” then select “Last name”. For the operator select “is like”. In the space provided type in “%ne%” and click “Add Filter”. This will bring up all applications where the last name has an “ne” in it. Please see the example and results below:

<input type="checkbox"/>	Notary ID	Full Name ▲
<input type="checkbox"/>	8119380	Ann Elizabeth Hines
<input type="checkbox"/>	8119091	Douglas Robert Bennett
<input type="checkbox"/>	8118792	Ilianette Thorne
<input type="checkbox"/>	8117703	Kristen Coradini Lentine
<input type="checkbox"/>	8117480	Mariel Arely Martinez
<input type="checkbox"/>	8119376	Melanie Pamela Pineda Berrios
<input type="checkbox"/>	7683494	Michele Ann Donnelly
<input type="checkbox"/>	7861993	Samantha P Staley Jones
<input type="checkbox"/>	8119261	Tiala Raje Jones

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- c. Note: Use a “%” character in the search to specify any characters of any length. This character can be used anywhere in your search term, more than once. For example, J%n will find all the words that start with J and end with n, while %fin% will find all the words that contain the word fin.

View Oath History

1. To view Oath History for the applications that have been set in your court system, click on “View Oath History” on the right side of your screen.

Erika Test Fairfax Circuit Court

[Search Applications](#)
[Review Selected 0](#)

To set the oath date or set application failed to qualify select the notary applications from the list by clicking on the checkbox or double-click on any other column of the row. To toggle selection of all the visible rows — click on the checkbox in the column header. Go to the **Review Selected** tab to review your choices and update the records. To customize the application results use the **Add Filter** button. To review the history of the applicants who have already taken the oath — click on the **View Oath History**

[View Oath History](#)

2. The default view is to show all applications who have had their Oath Taken Date set in the last six months. To see more or to filter on different criteria, click on the “X” in the darker box to remove that filter.

[Search Applications](#)
[Review Selected 0](#)

You are viewing Virginia Notary Public with oath taken at your court. To return to the view for selecting applicants to set the oath date — click on the **View Pending Oath** button.

[Filter +](#)

Oath Taken Date is on or after 2/7/2024 X

No records found with the given criteria.

3. To filter, use the same steps as above in the [Filtering on Data](#) section.
4. You can increase the number of applications you see on the screen by selecting 10, 25, or 50 in the bottom right corner of the screen.

[Filter +](#)

Notary ID	Full Name	Oath Expiration Date	Print Commission Date	Oath Taken Date ▼	Term Expiration Date	Good Standing
Application	Erika Application Mahaney	07/27/2012	05/28/2012	10/09/2024	07/30/2012	
127887	Wesley Bausserman	07/02/2024	06/18/2024	07/02/2024	04/30/2028	✓
8118692	Madison L Hahn	06/14/2024	04/15/2024	06/15/2024	04/30/2028	✓
8117269	Soledad Almanza	06/21/2024	04/22/2024	06/15/2024	01/31/2028	✓
8114829	Najjani Selin Ortiz Medina	05/24/2024	03/25/2024	04/25/2024	11/30/2028	✓
130946	Cynthia L. Brown	05/17/2024	03/18/2024	04/25/2024	06/30/2028	✓
7707885	Igin Ismat	05/24/2024	03/25/2024	04/25/2024	03/31/2028	✓
8116528	Dina Abed Abughannam	06/21/2024	04/22/2024	04/25/2024	07/31/2028	✓
7906317	Chitnapha Andrade	05/24/2024	03/25/2024	04/25/2024	04/30/2028	✓
8114872	Angela Nicole Whirley	06/21/2024	04/22/2024	04/25/2024	11/30/2028	✓

[«](#)
[1](#)
[2](#)
[3](#)
[...](#)
[»](#)

Page size: 10

Update Application to Failed to Qualify

1. Log in to the Portal: After logging in, you will see a list of all applicants with applications for the court you registered with.

[Search Applications](#)
[Review Selected 0](#)

To set the oath date or set application failed to qualify select the notary applications from the list by clicking on the checkbox or double-click on any other column of the row. To toggle selection of all the visible rows — click on the checkbox in the column header. Go to the **Review Selected** tab to review your choices and update the records. To customize the application results use the **Add Filter** button. To review the history of the applicants who have already taken the oath — click on the **View Oath History**

[View Oath History](#)

Filter +

<input type="checkbox"/>	Notary ID	Full Name	Oath Expiration Date	Print Commission Date ▲
<input type="checkbox"/>	7624593	Linda Strawderman	03/06/2015	01/05/2015
<input type="checkbox"/>	7033927	GORDEAN Lee O'CONNOR	03/27/2015	01/26/2015
<input type="checkbox"/>	7208271	Nadia Batool Hussain	03/27/2015	01/26/2015
<input type="checkbox"/>	7621758	sacha Eilene White	03/27/2015	01/26/2015
<input type="checkbox"/>	7507115	Irene Thomas	04/17/2015	02/16/2015
<input type="checkbox"/>	7630685	Maeve Theresa Ryan	04/17/2015	02/16/2015
<input type="checkbox"/>	284181	Makiko Funatsu Tyree	04/17/2015	02/16/2015
<input type="checkbox"/>	7633227	Bassam Nihad Souliman	05/08/2015	03/09/2015
<input type="checkbox"/>	7500006	Micael D Erickson	05/15/2015	03/16/2015
<input type="checkbox"/>	7504728	Tia Casas-Fonseca	05/22/2015	03/23/2015

<< < 1 2 3 ... > >>

Page size: 10 ▼

2. Select Applications: Identify the application(s) to be marked as “Failed to Qualify.” These will be indicated by a check mark next to the Notary ID.

Filter +

<input checked="" type="checkbox"/>	Notary ID	Full Name	Oath Expiration Date	Print Commission Date ▲
<input type="checkbox"/>	7624593	Linda Strawderman	03/06/2015	01/05/2015
<input type="checkbox"/>	7033927	GORDEAN Lee O'CONNOR	03/27/2015	01/26/2015
<input checked="" type="checkbox"/>	7208271	Nadia Batool Hussain	03/27/2015	01/26/2015
<input type="checkbox"/>	7621758	sacha Eilene White	03/27/2015	01/26/2015
<input type="checkbox"/>	7507115	Irene Thomas	04/17/2015	02/16/2015
<input type="checkbox"/>	7630685	Maeve Theresa Ryan	04/17/2015	02/16/2015
<input type="checkbox"/>	284181	Makiko Funatsu Tyree	04/17/2015	02/16/2015
<input type="checkbox"/>	7633227	Bassam Nihad Souliman	05/08/2015	03/09/2015
<input type="checkbox"/>	7500006	Micael D Erickson	05/15/2015	03/16/2015
<input type="checkbox"/>	7504728	Tia Casas-Fonseca	05/22/2015	03/23/2015

<< < 1 2 3 ... > >>

Page size: 10 ▼

3. Click “Review Selected”: Choose the application(s) and click on the “Review Selected” button. For this example, we are selecting one application.

To set the oath date or set application failed to qualify select the notary applications from the list by clicking on the checkbox or double-click on any other column of the row. To toggle selection of all the visible rows — click on the checkbox in the column header. Go to the **Review Selected** tab to review your choices and update the records. To customize the application results use the **Add Filter** button. To review the history of the applicants who have already taken the oath — click on the **View Oath History**

Filter +

<input type="checkbox"/>	Notary ID	Full Name	Oath Expiration Date	Print Commission Date ▲
<input type="checkbox"/>	7624593	Linda Strawderman	03/06/2015	01/05/2015
<input type="checkbox"/>	7033927	GORDEAN Lee O'CONNOR	03/27/2015	01/26/2015
<input checked="" type="checkbox"/>	7208271	Nadia Batool Hussain	03/27/2015	01/26/2015
<input type="checkbox"/>	7621758	sacha Eillene White	03/27/2015	01/26/2015
<input type="checkbox"/>	7507115	Irene Thomas	04/17/2015	02/16/2015
<input type="checkbox"/>	7630685	Maeve Theresa Ryan	04/17/2015	02/16/2015
<input type="checkbox"/>	284181	Makiko Funatsu Tyree	04/17/2015	02/16/2015
<input type="checkbox"/>	7633227	Bassam Nihad Souliman	05/08/2015	03/09/2015
<input type="checkbox"/>	7500006	Micael D Erickson	05/15/2015	03/16/2015
<input type="checkbox"/>	7504728	Tia Casas-Fonseca	05/22/2015	03/23/2015

Page size: 10

4. Access the Review Screen: On the “Review Selected” screen, locate the “Set Failed to Qualify” button.

Selected Notary Applications

Click on the notary applicant's name to toggle the application information block.

N. B. Hussain (7208271) ☐ **Remove All**

Oath Date mm/dd/yyyy **Set Oath Date** OR **Set Failed To Qualify**

5. A pop up box will appear to verify that you would like to set the number of applicants selected to “Failed to Qualify” If the information is correct, click “Confirm”. If the information is incorrect, click “Cancel” and correct the needed information.

Confirm setting the "Failed To Qualify" status

Please confirm setting the "Failed To Qualify" status for 1 application.

Confirm [Cancel](#)

6. Mark as Failed to Qualify: Click the “Failed to Qualify” button. Once the system processes the action, a green success bar will appear at the bottom of the screen.

The screenshot shows the 'Selected Notary Applications' section. At the top, there are buttons for 'Search Applications' and 'Review Selected' (with a red badge showing '1'). Below this is a light blue instruction bar: 'Click on the notary applicant's name to toggle the application information block.' Underneath, a grey box contains the name 'N. B. Hussain (7208271)' with a close icon and a red 'Remove All' button. Below this is a row of controls: 'Oath Date' with a date input 'mm/dd/yyyy', a calendar icon, a green 'Set Oath Date' button, the text 'OR', and a grey 'Set Failed To Qualify' button with a trash icon. At the bottom, a green success bar with a white border contains the text 'All updates were successful.'

7. **Important Reminder:** If multiple applications are displayed, all will be marked as “Failed to Qualify.” Ensure only the intended applications are selected.
8. Clear Selections: Once the success bar appears, remove all selected applications to finalize the process.

This screenshot is similar to the previous one but highlights the 'Remove All' button with a red rectangle. The 'Set Failed To Qualify' button is also visible. The green success bar at the bottom still displays 'All updates were successful.'

How to confirm a Notary is currently in Good Standing

1. Once you have logged into the Portal, you will see this page (see image below).

[? Need Help?](#)
[Set Oath Date](#)
[Update Contact](#)
[Log out](#)

You are logged in as

Set Oath Date

Current user: Erika Test Current court: Fairfax Circuit Court

[Search Applications](#)
[Review Selected 0](#)

To set the oath date or set application failed to qualify select the notary applications from the list by clicking on the checkbox or double-click on any other column of the row. To toggle selection of all the visible rows — click on the checkbox in the column header. Go to the **Review Selected** tab to review your choices and update the records. To customize the application results use the **Add Filter** button. To review the history of the applicants who have already taken the oath — click on the **View Oath History**

[View Oath History](#)

Filter +

<input type="checkbox"/>	Notary ID	Full Name	Oath Expiration Date	Print Commission Date ▲
<input type="checkbox"/>	7624593	Linda Strawderman	03/06/2015	01/05/2015
<input type="checkbox"/>	7033927	GORDEAN Lee O'CONNOR	03/27/2015	01/26/2015
<input type="checkbox"/>	7208271	Nadia Batool Hussain	03/27/2015	01/26/2015
<input type="checkbox"/>	7621758	sacha Eillene White	03/27/2015	01/26/2015
<input type="checkbox"/>	7507115	Irene Thomas	04/17/2015	02/16/2015
<input type="checkbox"/>	7630885	Maeve Theresa Ryan	04/17/2015	02/16/2015
<input type="checkbox"/>	284181	Makiko Funatsu Tyree	04/17/2015	02/16/2015
<input type="checkbox"/>	7633227	Bassam Nihad Souliman	05/08/2015	03/09/2015
<input type="checkbox"/>	7500006	Micael D Erickson	05/15/2015	03/16/2015
<input type="checkbox"/>	7504728	Tia Casas-Fonseca	05/22/2015	03/23/2015

[«](#)
[»](#)
[1](#)
[2](#)
[3](#)
[...](#)
[»](#)

Page size: 10

2. To view the current notaries, click on “View Oath History”

[? Need Help?](#)
[Set Oath Date](#)
[Update Contact](#)
[Log out](#)

You are logged in as

Set Oath Date

Current user: Erika Test Current court: Fairfax Circuit Court

[Search Applications](#)
[Review Selected 0](#)

To set the oath date or set application failed to qualify select the notary applications from the list by clicking on the checkbox or double-click on any other column of the row. To toggle selection of all the visible rows — click on the checkbox in the column header. Go to the **Review Selected** tab to review your choices and update the records. To customize the application results use the **Add Filter** button. To review the history of the applicants who have already taken the oath — click on the **View Oath History**

[View Oath History](#)

Filter +

<input type="checkbox"/>	Notary ID	Full Name	Oath Expiration Date	Print Commission Date ▲
<input type="checkbox"/>	7624593	Linda Strawderman	03/06/2015	01/05/2015
<input type="checkbox"/>	7033927	GORDEAN Lee O'CONNOR	03/27/2015	01/26/2015
<input type="checkbox"/>	7208271	Nadia Batool Hussain	03/27/2015	01/26/2015
<input type="checkbox"/>	7621758	sacha Eillene White	03/27/2015	01/26/2015
<input type="checkbox"/>	7507115	Irene Thomas	04/17/2015	02/16/2015
<input type="checkbox"/>	7630885	Maeve Theresa Ryan	04/17/2015	02/16/2015
<input type="checkbox"/>	284181	Makiko Funatsu Tyree	04/17/2015	02/16/2015
<input type="checkbox"/>	7633227	Bassam Nihad Souliman	05/08/2015	03/09/2015
<input type="checkbox"/>	7500006	Micael D Erickson	05/15/2015	03/16/2015
<input type="checkbox"/>	7504728	Tia Casas-Fonseca	05/22/2015	03/23/2015

[«](#)
[»](#)
[1](#)
[2](#)
[3](#)
[...](#)
[»](#)

Page size: 10

- Press on the “X” next to “Oath Take Date is on or after 2/7/2025” to remove the filter.

Oath History

Current user: Erika Test
Current court: Fairfax Circuit Court

[Search Applications](#)
[Review Selected 0](#)

You are viewing Virginia Notary Public with oath taken at your court. To return to the view for selecting applicants to set the oath date — click on the [View Pending Oath](#) button.
 [View Pending Oath](#)

Filter + Oath Taken Date is on or after 2/7/2025 X

No records found with the given criteria.

- You will then see all the Virginia Public Notary’s who have taken an oath at your court or who have indicated on their recommission application that they are part of your court system.

Oath History

Current user: Erika Test
Current court: Fairfax Circuit Court

[Search Applications](#)
[Review Selected 0](#)

You are viewing Virginia Notary Public with oath taken at your court. To return to the view for selecting applicants to set the oath date — click on the [View Pending Oath](#) button.
 [View Pending Oath](#)

Filter +

Notary ID	Full Name	Oath Expiration Date	Print Commission Date	Oath Taken Date ▼	Term Expiration Date	Good Standing
127887	Wesley Bausserman	07/02/2024	06/18/2024	07/02/2024	04/30/2028	✓
8114829	Najani Selin Ortiz Medina	05/24/2024	03/25/2024	04/25/2024	11/30/2028	✓
130946	Cynthia L. Brown	05/17/2024	03/18/2024	04/25/2024	06/30/2028	✓
7707865	Igin Ismat	05/24/2024	03/25/2024	04/25/2024	03/31/2028	✓
8116528	Dina Abed Abughannam	06/21/2024	04/22/2024	04/25/2024	07/31/2028	✓
7908317	Chitnapha Andrade	05/24/2024	03/25/2024	04/25/2024	04/30/2028	✓
8114872	Angela Nicole Whirley	06/21/2024	04/22/2024	04/25/2024	11/30/2028	✓
326880	Sabahat Liaqat Mengu	06/14/2024	04/15/2024	04/25/2024	04/30/2028	✓
7858420	Ilana Rose Wotied	06/14/2024	04/15/2024	04/25/2024	06/30/2028	✓
7516157	Lisi L. Platt	05/31/2024	04/01/2024	04/25/2024	03/31/2028	✓

<< 1 2 3 ... >>

Page size: 10

- To filter for a specific person or Notary ID, please use the “[Filtering on Data](#)” portion of this document.
- Once you have found the Notary that you are searching for, you will see their entire history on the screen.

Oath History

Current user: Erika Test
Current court: Fairfax Circuit Court

[Search Applications](#)
[Review Selected 0](#)

You are viewing Virginia Notary Public with oath taken at your court. To return to the view for selecting applicants to set the oath date — click on the [View Pending Oath](#) button.
 [View Pending Oath](#)

Filter + Notary ID is equal to 7516157 X

Notary ID	Full Name	Oath Expiration Date	Print Commission Date	Oath Taken Date ▼	Term Expiration Date	Good Standing
7516157	Lisi L. Platt	05/31/2024	04/01/2024	04/25/2024	03/31/2028	✓
7516157	Lisi L. Platt	04/10/2020	02/10/2020	03/13/2020	03/31/2024	

<< 1 >>

Page size: 10

7. If there is a green check mark next to the name under the Good Standing column, the Notary is in good standing in accordance with the following
 - a. The specific application currently has a status of “Virginia Notary Public”
 - b. The Term Expiration Date has not expired
 - c. In the example below, the Notary has two applications in the system.
 - i. The application with the Oath Expiration Date of 04/10/2020 has an expired term date.
 - ii. The application with the Oath Expiration Date of 05/31/2024 has a valid term date and there is a green check box in the Good Standing column.
 - iii. Since the term date for the most recent application is not expired, this Notary is in Good Standing and a Good Standing letter can be issued from your court house.

Oath History

Current user: Erika Test
Current court: Fairfax Circuit Court

[Search Applications](#) [Review Selected](#) 1

You are viewing Virginia Notary Public with oath taken at your court. To return to the view for selecting applicants to set the oath date — click on the [View Pending Oath](#) button.

[View Pending Oath](#)

[Filter +](#) [Notary ID is equal to 7516157](#) ×

Notary ID	Full Name	Oath Expiration Date	Print Commission Date	Oath Taken Date	Term Expiration Date	Good Standing
7516157	Lisi L. Platt	05/31/2024	04/01/2024	04/25/2024	03/31/2028	<input checked="" type="checkbox"/>
7516157	Lisi L. Platt	04/10/2020	02/10/2020	03/13/2020	03/31/2024	<input type="checkbox"/>

« 1 »

Page size: 10

8. If a Notary is not in Good Standing, there will not be **any** green check marks next to any of the applications in the system like the example below.

Oath History

Current user: Erika Test
Current court: Fairfax Circuit Court

[Search Applications](#) [Review Selected](#) 0

You are viewing Virginia Notary Public with oath taken at your court. To return to the view for selecting applicants to set the oath date — click on the [View Pending Oath](#) button.

[View Pending Oath](#)

[Filter +](#) [Notary ID is equal to Application](#) ×

Notary ID	Full Name	Oath Expiration Date	Print Commission Date	Oath Taken Date	Term Expiration Date	Good Standing
Applicatio	Erika Application Mahaney	07/27/2012	05/28/2012	10/09/2024	07/30/2012	<input type="checkbox"/>
Applicatio	Erika eNotary Name Change Mahaney	09/08/2004	07/10/2004	07/25/2004	11/30/2004	<input type="checkbox"/>
Applicatio	Erika Application Mahaney	09/08/2008	07/09/2008		11/29/2008	<input type="checkbox"/>

« 1 »

Page size: 10