



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION
P. O. Box 211
TRENTON, NEW JERSEY 08625-0211

MIKIE SHERRILL
Governor

AARON BINDER
State Treasurer

DR. DALE G. CALDWELL
Lt. Governor

AMANDA TRUPPA
Director

March 5, 2026

Patrick Anthony
New Jersey Notary Association
PO Box 276
Haddon Heights, NJ 08035
patrick@newjerseynotaryassociation.org

Date Request Received: February 27, 2026
Subject: W249365

Dear Mr. Anthony:

The Department of the Treasury, Division of Revenue and Enterprise Services (DORES), has completed its review of your Open Public Records Act (OPRA) request W249365, in which you requested “*copies of government records relating to the State Treasurer’s statutory obligations under P.L. 2021, c.179 (N.J.S.A. 52:7-10 et seq.) concerning approval of notary education course providers and maintenance of a public list of approved vendors.*”

On behalf of the Records Custodian for DORES, we are providing the following response. DORES does not have responsive records. Pursuant to NJSA 52:7-10.2(e), the Department of the Treasury has opted to provide notary public continuing education courses directly rather than through independent vendors. As a result, no records exist relating to an application or certification process for independent vendors.

As this completes your request for records, OPRA Request W249365 is closed.

Should you have any questions, please contact the Treasury Government Records Access Unit at (609) 633-1300, by mail at PO Box 215 Trenton, NJ 08625 or by email at AccessUnit.TreasuryGovernmentRecords@treas.nj.gov.

Sincerely,

Jacquelyn McCarty
Manager, Government Records Access Unit



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION
P. O. Box 211
TRENTON, NEW JERSEY 08625-0211

MIKIE SHERRILL
Governor

AARON BINDER
Acting State Treasurer

DR. DALE G. CALDWELL
Lt. Governor

AMANDA TRUPPA
Director

February 26, 2026

Patrick Anthony
New Jersey Notary Associa
PO Box 276
Haddon Heights, NJ 08035
patrick@newjerseynotaryassociation.org

Date Request Received: February 17, 2026
Subject: W248812

Dear Mr. Anthony:

The Department of the Treasury, Division of Revenue and Enterprise Services (DORES), has completed its review of your Open Public Records Act (OPRA) request W248812, in which you requested *“copies of government records relating specifically to the review, evaluation, approval, denial, and oversight of New Jersey Notary Public education courses required for commission or renewal. I have repeatedly submitted requests for information through the DORES website and via mailed correspondence regarding the education course approval process and have received no responses. As a result, I am submitting this formal OPRA request in order to obtain clarity regarding the procedures and standards being applied. Timeframe: October 1, 2021 to present. Agencies likely to hold responsive records: Any office responsible for reviewing or approving notary education courses. If this request is misdirected, please forward it to the appropriate custodian and advise accordingly. Requested details: 1. Approval Standards and Criteria. All records establishing or describing the standards, criteria, guidelines, or requirements used to evaluate and approve notary education courses, including: Written approval criteria or rubrics. Required curriculum elements. Minimum hour requirements and topic coverage standards. Documentation required from course providers. 2. Review Process and Procedures: All records describing how education courses are reviewed and approved, including: Standard operating procedures, Internal review checklists, Application forms for course approval. Workflow documents. Delegation of authority, identifying who reviews and approves courses. 3. Communications Regarding Course Approval: All communications concerning review, approval, denial, or revision of notary education courses, including: Communications between Treasury, DORES, and the Notary Public Unit; Communications with course providers. Internal memoranda discussing course approval standards. This request is limited to communications discussing the approval process itself and does not seek individual student records. 4. Approved Course List and Oversight: Any current or historical list of approved notary education courses or providers. Any policies regarding ongoing oversight, auditing, renewal, or revocation of course approval 5.*

Vendor or Contract Records: If any outside vendor assists in reviewing, hosting, or approving education courses, please provide: Contracts or statements of work. Procurement records relating to course review services.”

On behalf of the Records Custodian for DORES we are providing the following response. DORES does not have any specific records related to the review, evaluation, approval, denial, and oversight of New Jersey Notary Public education courses.

As this completes your request for records, OPRA Request W248812 is closed.

Should you have any questions, please contact the Treasury Government Records Access Unit at (609) 633-1300, by mail at PO Box 215 Trenton, NJ 08625 or by email at AccessUnit.TreasuryGovernmentRecords@treas.nj.gov.

Sincerely,

A handwritten signature in black ink that reads "Jacquelyn McCarty". The signature is written in a cursive style with a large, stylized initial "J".

Jacquelyn McCarty
Manager, Government Records Access Unit