

Your Application Will Be **REJECTED if:**

1. You do not initial any changes you make on the notary application.
2. The printed notary application is double-sided. Both pages of the notary application must be printed on separate sheets of paper.
3. You do not write “N/A” on blank fields that do not apply to you.
4. The notary course certificate of completion you included with the notary application was issued more than two years ago.

Note: A notary course must include training on electronic notarial acts if you are applying to become an electronic notary.

Instructions to Complete the Illinois Notary Application



Mail to: American Association of Notaries
7438 Park Place Blvd.
Houston, Texas 77087

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Notary Public Application
Alexi Giannoulas
Illinois Secretary of State

Include \$15 filing fee, \$40 if both Notary and Electronic Notary or \$25 if adding Electronic Notary Public and a copy of certification of completion of Illinois approved Notary Public Study Course.

Return completed form to: Secretary of State Index Department, 111 E. Monroe, Springfield, IL 62756.

Last Name: Doe	First Name: John	Middle Name or Initial: Smith
Business Address: Street: 123 Street	City: Chicago	State: IL ZIP: 12345
Name of Employer: Company	Driver's License or State Identification Card Number (attach a photocopy): 1234567	
Business Phone: (555) 123-1234	Date of Birth: 06/20/1999	Applying for: <input checked="" type="checkbox"/> New Commission <input type="checkbox"/> Renewal of Commission <input type="checkbox"/> Adding Electronic Notary to Active Notary Public Commission
Email Address: Your Email	Home Phone: (555) 123-4567	County of Residence: Lake
Current Home Address (Driver's License address must match): Street: 123 Road	City: Evansville	State: IL ZIP: 12345

Are you requesting a Notary Public and Electronic Notary Public Commission? ☒ Yes ☐ No

If you are requesting a Notary Public and Electronic Notary Public Commission you must also complete the following:

1.) Name(s) of Electronic Notarization System Provider(s): **Provider Name**

2.) Type of Device(s) (check all that apply) ☒ Desktop Computer ☐ Laptop ☐ Smartphone ☐ Tablet ☐ Other: _____

Have you had any disciplinary actions, convictions or administrative actions against you? ☐ Yes ☒ No

If you answer "Yes," please provide the following on an additional page: the type of action or conviction, date of same, and the name of the court or agency that took the action and State of the action.

Has your name, address, or county changed since your last commission? ☐ Yes ☒ No

If "Yes," give previous name, address and/or county: _____

Will you perform Notarizations remotely by means of Audio-Video Communication? ☒ Yes ☐ No

NOTARIAL OATH

1. I am a U.S. citizen or lawfully admitted for permanent residence.
2. I have been a resident of Illinois for at least 30 days.
3. I am age 18 or older.
4. I have never been convicted of a felony.
5. I am proficient in the English language.
6. I have never had a notary public commission revoked due to a finding or decision by the Secretary of State.

7. If also requesting to be an Electronic Notary Public, I also certify that I will: comply with the standards set forth by Section 176.835 of the Illinois Notary Rules relating to identifying proofing and credential analysis; use a third-party provider who has been certified to act as an electronic notarization system provider in the State of Illinois by the Secretary; upon request by the Secretary, promptly provide any information necessary instructions or techniques supplied by a provider that will allow the notary public's digital certificate and electronic seal to be read and authenticated; and comply with the applicable provisions of the Illinois Notary Act, including Article VI-A.

I do solemnly affirm, under the penalty of perjury, that the answers to all statements on this application are true, complete, and correct; that I have carefully read the notary law of the state of Illinois; and that if appointed and commissioned as a notary public, I will perform faithfully, to the best of my ability, all notarial acts in accordance with the law. Further, my signature below authorizes the Office of the Secretary of State to conduct a background verification, including a criminal background check, to confirm the assertions and information provided in the application and to compare and use for official purposes any Illinois driver's license or state identification card information contained in the office's master record.

Printed Name (must match your driver's license/ID card) **John Smith Doe**

Signature of Applicant as Printed Above **John Smith Doe**

Notary Public Signature: **Notary Name**

Witnessed and Affirmed this **20** day of **June**, 20 **23**

AFFIX NOTARY SEAL HERE

Your first, middle, and last name must match the name on your driver's license or state ID card.

Your home address must match the address listed on your driver's license, state ID card, or in the secretary of state's database.

Select "Yes" and complete this section if you will be performing electronic notarizations. By answering "Yes" you will need to select the \$40 filing fee on the order form.

Select "Yes" if you will be performing remote notarizations or electronic notarizations by means audio-video communication. By answering "Yes" you will need to select the \$30,000 notary bond on the order form.

Sign this section before an Illinois notary.

Sign here. Your signature on the notarial oath and notary public bond sections must match your name on your driver's license or state ID card or your notary application will be rejected.

This box may only be checked by a notary who is adding an electronic notary commission to their active notary commission term. A notary would have to purchase the \$25,000 notary bond on our website.

Enter the county where you reside, not where you are employed.

If you want to perform electronic notarizations for remotely located individuals by means of audio-video communication, you must select "Yes" for both questions. (If you select "Yes" for the top question and "No" for the bottom question you will only be able to perform electronic notarizations for individuals who are physically in your presence.)

The Notarial Oath section must be completed by an Illinois notary.

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NOTARY PUBLIC BOND

THIS BOND MUST BE WRITTEN BY A COMPANY QUALIFIED WITH THE ILLINOIS DEPARTMENT OF INSURANCE TO WRITE SURETY BONDS IN THE STATE OF ILLINOIS. The Office of the Secretary of State does not recommend any particular bonding or insurance company.

Know all by these presents that we **John Smith Doe** as principal/applicant and **Western Surety Company** are held firmly bound unto the People of the State of Illinois, in the penal sum of \$5,000 or **\$30,000** (Circle One, See Instructions) for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators and assigns jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT, whereas, the above bound principal/applicant has applied for appointment by the Secretary of State of the State of Illinois as a Notary Public for a four-year term.

Now, if said principal/applicant shall truly and faithfully perform and discharge the duties of said office of Notary Public, or Notary Public and Electronic Notary Public, in all things according to law, then the above obligation to be null and void, otherwise to remain in full force and virtue in law. The term of this bond is from the effective date of the principal/applicant's commission to the expiration date of the same.

X **John Smith Doe** X _____
Signature of Principal/Notary Public Applicant Signature of Authorized Representative of Surety Company

BOND NUMBER _____ AFFIX CORPORATE SEAL HERE _____

Circle "\$30,000" if you selected "Yes" on the "Will you perform Notarizations remotely by means of Audio-Video Communication?" question. If you selected "No" you will circle "\$5,000".

Leave these sections blank. They will be completed by the surety bond officer.

Bonds and errors and omissions insurance policies provided by this insurance agency, American Association of Notaries, Inc., are underwritten by Western Surety Company (established 1900). Kal Tabbara is a licensed insurance agent in Illinois.

American Association of Notaries® • 7438 Park Place Blvd., Houston, TX 77087
713-644-2299 • www.illinoisnotary.com • sales@usnotaries.com



Notary Public Application

Alexi Giannoulas
Illinois Secretary of State

Include \$15 filing fee, \$40 if both Notary and Electronic Notary or \$25 if adding Electronic Notary Public and a copy of certification of completion of Illinois approved Notary Public Study Course.

Return completed form to: Secretary of State Index Department, 111 E. Monroe, Springfield, IL 62756.

Last Name:		First Name:		Middle Name or Initial:	
Business Address: Street:		City:		State:	ZIP:
Name of Employer:		Driver's License or State Identification Card Number (attach a photocopy):			
Business Phone:	Date of Birth:	Applying for: <input type="checkbox"/> New Commission <input type="checkbox"/> Renewal of Commission <input type="checkbox"/> Adding Electronic Notary to Active Notary Public Commission Current Expiration Date: _____ Commission Number: _____			
Email Address:		Home Phone:		County of Residence:	
Current Home Address (Driver's License address must match): Street:		City:		State:	ZIP:
Are you requesting a Notary Public and Electronic Notary Public Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you are requesting a Notary Public and Electronic Notary Public Commission you must also complete the following:					
1.) Name(s) of Electronic Notarization System Provider(s): _____					
2.) Type of Device(s) (check all that apply) <input type="checkbox"/> Desktop Computer <input type="checkbox"/> Laptop <input type="checkbox"/> Smartphone <input type="checkbox"/> Tablet <input type="checkbox"/> Other: _____					
Have you had any disciplinary actions, convictions or administrative actions against you? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answer 'Yes,' please provide the following on an additional page: the type of action or conviction, date of same, and the name of the court or agency that took the action and State of the action.					
Has your name, address, or county changed since your last commission? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If 'Yes,' give previous name, address and/or county: _____					
Will you perform Notarizations remotely by means of Audio-Video Communication? <input type="checkbox"/> Yes <input type="checkbox"/> No					

NOTARIAL OATH

State of Illinois, County of _____

1. I am a U.S. citizen or lawfully admitted for permanent residence.
2. I have been a resident of Illinois for at least 30 days.
3. I am age 18 or older.
4. I have never been convicted of a felony.
5. I am proficient in the English language.
6. I have never had a notary public commission revoked due to a finding or decision by the Secretary of State.

7. If also requesting to be an Electronic Notary Public, I also certify that I will: comply with the standards set forth by Section 176.835 of the Illinois Notary Rules relating to identify proofing and credential analysis; use a third-party provider who has been certified to act as an electronic notarization system provider in the State of Illinois by the Secretary; upon request by the Secretary, promptly provide any information necessary instructions or techniques supplied by a provider that will allow the notary public's digital certificate and electronic seal to be read and authenticated; and comply with the applicable provisions of the Illinois Notary Act, including Article VI-A.

I do solemnly affirm, under the penalty of perjury, that the answers to all statements on this application are true, complete, and correct; that I have carefully read the notary law of the state of Illinois; and that if appointed and commissioned as a notary public, I will perform faithfully, to the best of my ability, all notarial acts in accordance with the law. Further, my signature below authorizes the Office of the Secretary of State to conduct a background verification, including a criminal background check, to confirm the assertions and information provided in the application and to compare and use for official purposes any Illinois driver's license or state identification card information contained in the office's master record.

Printed Name (must match your driver's license/ID card) _____

Signature of Applicant
as Printed Above _____

Notary Public Signature: _____

Witnessed and Affirmed this _____ day of _____, 20 _____

AFFIX NOTARY SEAL HERE

NOTARY PUBLIC BOND

THIS BOND MUST BE WRITTEN BY A COMPANY QUALIFIED WITH THE ILLINOIS DEPARTMENT OF INSURANCE TO WRITE SURETY BONDS IN THE STATE OF ILLINOIS. The Office of the Secretary of State does not recommend any particular bonding or insurance company.

Know all by these presents that we _____ as principal/applicant and _____ are held firmly bound unto the People of the State of Illinois, in the penal sum of \$5,000 or \$30,000 (Circle One, See Instructions) for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators and assigns jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT, whereas, the above bound principal/applicant has applied for appointment by the Secretary of State of the State of Illinois as a Notary Public for a four-year term.

Now, if said principal/applicant shall truly and faithfully perform and discharge the duties of said office of Notary Public, or Notary Public and Electronic Notary Public, in all things according to law, then the above obligation to be null and void, otherwise to remain in full force and virtue in law. The term of this bond is from the effective date of the principal's/applicant's commission to the expiration date of the same.

X _____
Signature of Principal/Notary Public Applicant

X _____
Signature of Authorized Representative of Surety Company

BOND NUMBER

AFFIX CORPORATE SEAL HERE

Illinois Notary Application Checklist

Please ensure the following items are completed and included with the application that you send to us:

- ☐ Does your printed name on the application and the Notarial Oath section match your name on your driver's license or state ID card?
- ☐ Does your home address on the application match the address listed on your driver's license, state ID card, or in the Illinois Secretary of State's database?
- ☐ Does your signature on the Notarial Oath section and the Notary Public Bond section match your name as it appears on your driver's license or state ID card? For example, if your name on the ID reads "John I. Doe," your signature must clearly read "John I. Doe."
- ☐ Have you taken the notarial oath before an Illinois notary?
- ☐ Have you included a legible photocopy of your driver's license or state ID card?
- ☐ Have you included a copy of your notary course certificate of completion?
- ☐ If you are applying for an electronic notary commission, have you include on a separate page a copy of your signature(s) that you provided to the electronic notarization system provider(s)?
- ☐ Did you complete and include the order form?
- ☐ Have you included the filing fee of \$15 for a traditional notary commission or \$40 for a traditional notary commission and electronic notary commission?
- ☐ Did you write "N/A" on all blank fields?

Please send all of the required documents and payment to:

American Association of Notaries
7438 Park Place Blvd.
Houston, Texas 77087

Failing to properly complete the notary application or to provide the required information will result in your notary application being rejected or delayed.



American Association of Notaries®

7438 Park Place Blvd., Houston, Texas 77087 • 713-644-2299
www.illinoisnotary.com • sales@usnotaries.com

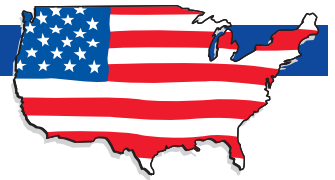


ORDER FORM (All States)

American Association of Notaries

7438 Park Place Blvd., Houston, Texas 77087

Phone: 713-644-2299 Fax: 713-649-0011



Office Hours: M-F 9am – 5pm CST

2 Easy Ways To Order:



Online:

www.illinoisnotary.com



By Mail:

American Association of Notaries
PO Box 630601, Houston, TX 77263

Applicant Name _____


Shipping Address

Company Name _____

Address _____

City _____

State _____ Zip _____

 Daytime Phone Number (____) _____

Shipping Information: Your shipment contains valuable items.
Ship to an address where someone will be available to receive your order.

Form of Payment

Mail To: PO Box 630601, Houston, TX 77263

☐ Check enclosed payable to: **American Association of Notaries**

Check No. _____

☐ Please charge my credit card account:



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Expiration Date:

--	--	--	--

Customer Signature _____


Billing Address (Leave blank if same as shipping)

Email Address _____

AAN Membership/Account No. (if available) _____

Please view our refund and return policy at <https://www.usnotaries.com/refund-policy>.

Type in any special instructions regarding shipping, stamp manufacturing, or other special needs

ITEM #	PRODUCT DESCRIPTION (Include color choices for stamp ink and cases where applicable)	QUANTITY	PRICE*	TOTAL
	4-year, \$5,000 Illinois Notary Bond & \$15 Filing Fee (For traditional notary commission)**		\$45.00	
	4-year, \$30,000 Illinois Notary Bond & \$15 Filing Fee (For traditional and remote notary)**		\$90.00	
	4-year, \$30,000 Illinois Notary Bond & \$40 Filing Fee (For traditional and electronic notary)**		\$115.00	
	Illinois Notary Course		\$29.00	
ILPKG11	Notary Value Package 1 (Includes Trodat rectangular stamp item #IL201 and notary journal item #IL700)		\$37.95	
	Four-year, \$5,000 Illinois Errors & Omissions Insurance Policy (Included with the bond)		Included	
IL909	One-year Membership to AAN (Included with your notary supply order)		Included	
	**Choose one bond amount and filing fee.			
Prices Include Sales Tax Where Applicable.				
			Please add an additional \$9.00 for UPS Ground delivery.	
			USPS Shipping	
			\$ 8.95	
			Subtotal*	
			\$	
			GRAND TOTAL	
			\$	



Please add an additional **\$9.00** for **UPS Ground** delivery.

USPS Shipping
Subtotal*

GRAND TOTAL