

**Instructions for Completing the Oklahoma Application for  
Notary Public Commission  
(Please read carefully)**

**Filing Procedure:**

1. Print or type information clearly. Illegible applications or applications completed in pencil will be rejected.
2. Pay a filing fee of **\$25.00** for a **new** commission and **\$20.00** for a **renewal** commission. Make checks or money orders payable to the Secretary of State. **NOTE: There will be an additional \$25.00 fee should you choose to come to our office and want the application processed while you wait.**
3. Mail or deliver applications **and** payment to:  
Secretary of State  
421 N.W. 13<sup>th</sup> Street, Suite 210  
Oklahoma City, OK 73103
4. Questions should be directed to the Notary Department at (405) 521-2516.

**Legal Requirements to Be Commissioned an Oklahoma Notary Public:**

1. **Age Requirement** - A notary public must be at least 18 years of age or older.
2. **No Felony Conviction** - A felony conviction is grounds for removal of a person from the office of notary public. If you have been convicted of a felony, you should not apply for appointment as an Oklahoma notary public.
3. **English Language** - A notary public must be able to read and write in English.

**Instructions for Completing Application:**

1. **Name** - Type or print your name **exactly** as you will sign documents as a notary public. The typed or printed name must contain, at a minimum, your first name or first initial of your first name, and your last name.
2. **Current or Prior Commission** - If you are currently or have previously been commissioned as a notary public, provide the number and expiration date of your current or last commission. A commission may **NOT** be renewed earlier than 6 weeks prior to the expiration date.
3. **Former Name(s)** - If your name has changed since the last time your commission was issued, list your previous name(s).
4. **Resident Address** - Enter the street address, city, state, zip code and county of your residence. If you do not have a street address, a route number is acceptable. However, P.O. Boxes are **NOT** acceptable. If you do not have a street address or route number, provide directions to your residence.
5. **Oklahoma Non-Resident** - A notary public must either be a legal resident of Oklahoma or a non-resident employed in this state. If you are **NOT** a resident of Oklahoma, you must provide the street address, city, zip code, and county of your place of employment in Oklahoma. P. O. Boxes are **NOT** acceptable.
6. **E-Mail Address** - Your valid email address is required by law.
7. **Telephone Number** - Enter your daytime telephone number, including area code.
8. **Signature** - Sign your name **exactly** as you will sign documents as a notary public. Your signature must be identical to the name provided in Item 1.

**IMPORTANT ADDITIONAL INFORMATION:**

Your application for appointment as a notary public will be reviewed for completeness. If your application requires corrections, it will be returned to you along with a letter of explanation. If the application is approved, your commission will be mailed to you. Your commission will be valid for four years. **Upon receipt of your commission, you must purchase a notary seal and a \$1,000.00 surety bond, and file them with the Secretary of State.**

**Seal** - The seal may be an embosser seal or a rubber stamp. The notary seal must contain, at a minimum, your name and the words State of Oklahoma and Notary Public. The commission number and expiration date may also be a part of the seal. A seal may be purchased from any business that makes seals and/or stamps. The Oklahoma Secretary of State does not provide notary seals or stamps.

**Bond** - After purchasing your notary seal or stamp, you must obtain a \$1,000.00 surety bond. A bond may be purchased from any insurance agency or bonding company, or you may use individual sureties. The bond must commence on the date it is issued and terminate on the expiration date of your commission. Your surety bond, oath of office, loyalty oath, official signature, and impression of your official notary seal **must be filed with the Secretary of State within sixty (60) days after the date your commission is issued.** The filing fee, payable to the Secretary of State, is **\$10.00.**

**A notary public shall NOT perform any notarial act until his or her bond, official seal, oath of office, and loyalty oath have been received and approved by the Secretary of State.**



## OKLAHOMA APPLICATION FOR NOTARY PUBLIC COMMISSION

Application Fees (You <u>must</u> check one.):				
		<b>New</b>	<b>\$25.00</b>	
		<b>Renewal</b>	<b>\$20.00</b>	<b>Note:</b> A commission <b>cannot</b> be renewed earlier than 6 weeks prior to its expiration date.
		<b>Expired</b>	<b>Note:</b> If your commission has expired, your application must be processed as " <b>new</b> ." You will be issued a new commission number and expiration date.	

**NOTE:** There will be an **additional \$25.00 fee** should you choose to come to our office and want the application processed while you wait.

<b>Online filings:</b> Expedite the processing of your commission by filing online at <b>www.sos.ok.gov/notary</b> .
<b>Mail or in-person filings:</b> Secretary of State, 421 N.W. 13 <sup>th</sup> St., Suite 210, Oklahoma City, OK 73103-3701

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION.

1. \_\_\_\_\_  
Name (Type or print your name **EXACTLY** as you will sign documents as a notary public.)
2. Have you ever been commissioned as an Oklahoma Notary Public? ☐ YES ☐ NO  
If "yes", complete the following:  

_____	_____	_____
Name on Most Recent Commission	Commission Number	Commission Expiration Date
3. List former name(s), if any (e.g., name changed due to marriage, etc.): \_\_\_\_\_
4. \_\_\_\_\_  

_____	_____	_____	_____	_____
Resident Street Address (P.O. Boxes are <u>not</u> acceptable.)	City	State	Zip Code	County
5. Are you a resident of Oklahoma? ☐ YES ☐ NO  
If you are a **non-resident** of Oklahoma, you must list the street address of your place of employment in Oklahoma:  

_____	_____	OK	_____	_____
Employment Street Address (P.O. Boxes are not acceptable.)	City	State	Zip Code	County
6. Applicant's Email Address (**required**): \_\_\_\_\_
7. Applicant's Daytime Telephone (**required**): \_\_\_\_\_ (    ) \_\_\_\_\_
8. I, the undersigned notary applicant, declare the following statements to be true:
  - a. I am 18 years of age or older; and
  - b. I have never been convicted of a felony; and
  - c. I am able to read and write in English.

I, the undersigned, hereby apply for appointment as a notary public in and for the State of Oklahoma and further state the information contained in this application is true and correct.

(Sign your name **EXACTLY** as you will sign documents as a notary public. Your signature must match the name you have listed in Item 1 of this application.)



## ORDER FORM (All States)

# American Association of Notaries

PO Box 630601, Houston, Texas 77263

Phone Number 1-713-644-2299 Fax 1-713-649-0011



Office Hours: 9am – 5pm CST

### 3 Easy Ways To Order:



**By Phone:**

1-713-644-2299



**Online:**

www.usnotaries.com



**By Mail:**

American Association of Notaries  
PO Box 630601 Houston, TX 77263

So that we may process your order promptly, please provide us with a copy of your notary commission certificate. **Use a work street address for faster delivery and tracking service.** For fastest service, order online or call your orders in. Most orders placed by noon CST during our normal business hours will be shipped on the next business day.

Name as it appears on your commission certificate\*

County Name (If Applicable) \_\_\_\_\_

Commission or Appointment # \_\_\_\_\_

Commission expiration date (mm/dd/yyyy): \_\_\_\_\_

\*New applicants: Enter your name as it appears on your notary application. Leave exp. date & comm. no. blank.

### Shipping Address

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number ( \_\_\_\_ ) \_\_\_\_\_

**Shipping Information:** Your shipment contains valuable items. Please choose a work street address where someone will be available to sign for your delivery.

### 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)

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Email Address \_\_\_\_\_

AAN Membership/Account No. (if available) \_\_\_\_\_

**Refund Policy:** Requests for refunds on all incomplete orders must be in writing.

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

ITEM #	QUANTITY	PRODUCT DESCRIPTION (Include color choices for stamp ink and cases where applicable)	PRICE	TOTAL
		Oklahoma application fee (new applicant)	\$20.00	
		Oklahoma 4-years, \$1000 notary bond	\$30.00	
		Oklahoma 4-years, \$5000 errors & omissions insurance	Included	
		Notary supplies package includes:	\$19.95	
		Trodar notary stamp OK201		
		Notary Journal OK702		
		1-year membership in AAN		
California notaries - Mail original "Certificate of Authorization" with your order.				
Oregon notaries - Mail/Fax a copy of the "Certificate of Authorization" with your order.				
AZ/GA/MO/MT/NV/WA notaries - Mail/Fax a copy of your notary commission certificate.				
North Dakota notaries - Mail/Fax "Authorization to purchase notary public seal/stamp" form.				
Utah notaries - Mail/Fax "Certificate of Authority of Notary Public" form.				
			<b>Sub-total</b>	\$
			<b>USPS Shipping</b>	\$ 6.95
			<b>TOTAL</b>	\$



Please add an additional **\$7.00** for **UPS Ground** delivery.

**Sub-total** \$  
**USPS Shipping** \$ 6.95  
**TOTAL** \$