

**Non-resident Notary Public Application**

Jesse White — Illinois Secretary of State



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

Last Name:		First Name:		Middle Name or Initial:	
Name of Business Employer:		Driver's License or State ID Card Number (attach a photocopy):			
Business Address: Street:		City:		State:	ZIP Code:
Business Telephone Number:	Date of Birth:	Applying for: <input type="checkbox"/> New Commission <input type="checkbox"/> Renewal of Commission Current Expiration Date: _____ Commission Number: _____			
County of Business:		Email:		Home Phone:	
Home Address: Street:		City:		State:	ZIP Code:
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: _____					
1. I am a U.S. citizen or an alien admitted for permanent residence.		4. I have never been convicted of a felony.			
2. I have worked or maintained a business in Illinois for 30 days.		5. I am able to read and write the English language.			
3. I am age 18 or older.		6. I have never had a notary public commission revoked in the last 10 years.			
Have you ever been a notary public in this or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the states: _____					
NOTARIAL OATH		State of Illinois, County of _____			
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 to confirm the assertions and information provided herein.					
Printed Name as you want commissioned _____		AFFIX NOTARY SEAL HERE			
Signature of Applicant as Printed Above _____					
Notary Public Signature: _____					
Witnessed and Affirmed this _____ day of _____, 20 _____					

**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 FIVE THOUSAND DOLLARS (\$5,000), 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 one-year term.

Now, if said principal/applicant shall truly and faithfully perform and discharge the duties of said office of 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 principals's/applicant's commission to the expiration date of the same.

X \_\_\_\_\_ X \_\_\_\_\_  
Signature of Principal/Notary Public Applicant 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 will mail to us:

- Have you taken the "Notarial Oath" of office before another notary?
- Have you printed your official notary name on the "Notarial Oath" section of the application?
- Have you signed the "Notarial Oath" section of the application before another notary?
- Does your official notary name match your signature on the "Notarial Oath" section?
- Have you signed the "Bond" section as Principal/Applicant? Your signature must match your official notary name on the "Notarial Oath" section.
- Have you included a legible photocopy of your driver's license or state ID card? Failure to provide a legible copy will result in rejection of your application. The home address on the application must match the address listed on your driver's license or state ID card.
- Have you included a \$15 filing fee if not paid online?

Please return all of the above to:

American Association of Notaries  
P.O. Box 630601  
Houston, Texas 77263

OR

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

Please allow four to six weeks for the Illinois Secretary of State to approve your application and to receive your notary commission certificate. Additional time is needed if we receive an incomplete application.



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American Association of Notaries

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

