



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

Notary Public Application Checklist

Following is a checklist for use in completing the Illinois Notary Public Application and surety bond.

- To become an Illinois Notary Public, you must be an **Illinois resident** or a resident of a qualifying bordering state. Illinois residents are commissioned in the county in which they reside. Out-of-state residents are commissioned in the county in which they are employed.
- Illinois Notary Publics are appointed through the Secretary of State's Index Department. Your official commission date is assigned by this office, not the insurance company or surety bonding company that has underwritten your surety bond.
- There is a **\$10** filing fee for appointment and commission for each notary public. Make the check or money order payable to the **Secretary of State**. Checks that have been altered, i.e. usage of correction fluid, or that are unsigned are unacceptable. VISA, Mastercard and Discover cards also are accepted.
- Each Notary Public Application must include a **\$5,000 Illinois Notary Public Bond** issued by a company qualified to write surety bonds in Illinois. This office does not accept the Public Official Bond or Errors and Omissions Policy. The surety bonding company's **corporate seal** must accompany the **signature of an officer or authorized representative**.
- Each Notary Public Application must include 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 Name and Signature of the Applicant** must read exactly the same and be notarized by **another** current Illinois Notary Public including a valid rubber stamp seal. **You cannot notarize your own signature.**
- You must sign the bond as **Principal/Applicant**. This office accepts only applications and surety bonds with an **original signature**.
- The office of the county clerk in the county where you reside or are employed will contact you upon receipt of your commission. Failure to register with the county will result in cancellation of your commission.

It is your responsibility to review the *Illinois Notary Public Handbook*. Notary public appointments are public records and available to any interested person for examination and copying. If you have any questions or need additional assistance, please call 217-782-7017.

Secretary of State Index Department

Notary Public - Credit Card Transaction Form

Notary applicant name and home residence:

Check one

- VISA Discover MasterCard

Credit Card number and expiration date:

Card # _____ Exp. date _____

Name of authorized representative of credit card and address:

Telephone number: _____

Authorized signature of representative of credit card: (Must be included in order to process)

NOTE:

A FEE OF \$2.00 WILL BE CHARGED FOR EACH TRANSACTION BY THE CREDIT CARD COMPANY FOR THIS SERVICE.