

WISCONSIN
Four-Year Commission
NOTARY PUBLIC APPLICATION
Fee \$20

OFFICE USE ONLY
Commission issued:

READ ALL APPLICATION **INSTRUCTIONS** CAREFULLY
BEFORE COMPLETING THE APPLICATION.

1. Put clear seal/stamp sample here. If not totally clear, try again on plain paper & clip to this form.

2. _____
Signature sample exactly as on seal/stamp.

3. Print name as signed:

4. Mailing Address: (print or type)

c/o _____

Street _____

City&State _____ Zip _____

5. Is this your first WI commission? YES NO

If "NO" indicate expiration date below:

6. Current Full Name: _____
First Middle Last name(s)

7. Birthdate: _____

8. Do you have any unpaid judgments or other uncompleted court orders, including probation?
 Yes or No. If "Yes", attach a letter of explanation.

9. Did you ever have a notary commission, driver's license or other state-awarded license suspended or revoked in Wisconsin or any other state? Yes or No. If "Yes", attach a letter of explanation.

10. Do you have a pending arrest, or have you ever been convicted of a violation of Wisconsin, U.S., or any other state's or country's laws? Include driving-related offenses. Yes or No. If "Yes", submit the documentation of all such arrests, including discharge papers, for each misdemeanor and felony violation. Copies are acceptable. For violations resulting in a ticket only, submit a brief written explanation. This information must be submitted each time you apply.

NOTE: Under current law, persons convicted in state or federal court of a felony, or persons convicted of a misdemeanor involving a violation of the public trust, may not be commissioned as Notaries Public for the State of Wisconsin unless they have been pardoned of the conviction.

11. Applicants must be familiar with the duties and responsibilities of a Wisconsin Notary Public, which include (but are not limited to) knowing how to perform/document the following notarial acts: taking an acknowledgment; administering an oath or affirmation, witnessing/attesting a signature; attesting a copy of a document.

Are you familiar with these duties and responsibilities? Yes or No.

If you have answered "No" STOP HERE! Your application cannot be accepted for filing. To obtain a notary brochure, send a self-addressed envelope with two stamps to the address listed below*, or access it through the Internet - visit Wisconsin's Home Page: wisconsin.gov

12. To the Governor of the State of Wisconsin: I hereby apply for a four-year appointment as a Wisconsin Notary Public. I certify that I am an United States resident familiar with the duties and responsibilities of a Notary Public, that I have at least the equivalent of an eighth grade education, and that all of the information I have provided is true.

Signature: _____

NOTE: Signatures in #2 and #12 must be **original signatures**-photocopied signatures, signature stamps, or faxed copies of signatures are not acceptable.

Submit completed application, completed bond, and completed oath of office **together** with the **\$20** fee to:

***Office of the Secretary of State/Notary Records**

P.O. Box 7848

Madison WI 53707-7848

Make check payable to: Wisconsin Secretary of State. Any questions? Call (608)266-5594.

If the name under which your last commission was issued has changed and you have not notified us, please show former name: _____