

# MICHIGAN NOTARY PUBLIC

## APPLICATION and INSTRUCTIONS

The application process for becoming a Michigan Notary Public is complex. To assist, you are encouraged to review the instructions throughout this document to ensure successful and timely completion. Detailed instructions for filling out each field is available below the form. For assistance, email us at [Disclosure@Michigan.gov](mailto:Disclosure@Michigan.gov).

Step by Step:

1. Fill out the application **completely**. (Don't leave any fields blank!)
2. Obtain A \$10,000.00 [surety bond](#) written for a term of six or seven years through a Michigan licensed insurance company.
3. Take the surety bond, completed application and the appropriate fee to the [county clerk's](#) office. (The Clerk will file your bond and give you an Oath).
4. Mail the original completed application and an additional \$10.00 filing fee to this office.
5. Look for the commission card and/or email – allow 4-6 weeks for processing
6. Check the status of your appointment at on our [website](#). Bookmark this site to visit later. (Note, **Do not** perform notarial acts until you are listed as "Active" on this website or you have received your commission information!)

IMPORTANT! Double check before sending your application!

- ✓ Type out the form completely; don't leave any blanks.
- ✓ Don't forget the \$10.00 filing fee in your mailing.
- ✓ Visit the correct County Clerk's office; the one listed on the application form.
- ✓ Mail the completed application and filing fee to:



Office of the Great Seal  
7064 Crouner Drive  
Lansing, Michigan 48918  
[Website](#)

Email: [Disclosure@Michigan.gov](mailto:Disclosure@Michigan.gov)



County Seal

MICHIGAN DEPARTMENT OF STATE
OFFICE OF THE GREAT SEAL

For Office Use Only

Form for office use only containing fields for Date of oath and bond, Oath administered by, and bond filed with, County name, and a checkbox for Attorney.

APPLICATION FOR MICHIGAN NOTARY PUBLIC COMMISSION AND ATTORNEY REAPPOINTMENT

Use "none or "N/A" if applicable. Incomplete and/or handwritten applications will be returned. NON-REFUNDABLE FILING FEE: \$10

Are you are a resident of Michigan? [ ] Yes [ ] No

Main application form with fields for Full Name, Driver's License or Personal ID #, State, County of Residence, Date of Birth, E-mail Address, County of Business, Residence Mailing Address, Business Address, Residence Telephone Number, Business Telephone Number, and Licensed Attorney information.

YES NO

HISTORY

History section with three questions regarding convictions, notary public commissions in other states, and notary public appointments in other states.

I hereby certify that I am 18 years of age or older; a resident of Michigan or maintain a principal place of business in Michigan; am a U.S. citizen or possess proof of legal presence; am able to read and write in the English language; am not currently incarcerated in a correctional facility or have served time during the immediate past ten years for a felony or misdemeanor offense in any state. I solemnly affirm, under the penalty of perjury, that the information provided in this application is true, complete, and correct; that I have carefully read the notary laws of Michigan; 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. I understand that all information contained on this application is subject to disclosure under the Freedom of Information Act, 1976 PA 442, MCL 15.231, et seq. I am enclosing the \$10.00 non-refundable application processing fee. If I am a licensed attorney, I certify that I am in good standing in the State Bar of Michigan.

COMMISSION NAME: \_\_\_\_\_
Type your name

SIGNATURE: \_\_\_\_\_
Sign your name as it will appear on all documents you notarize.
Your signature must match your commission name printed above.

## Instructions for Applying for Appointment as a Michigan Notary Public (New, Attorney & Renewal)

**IMPORTANT: You are not a notary public until your name appears as “Active” on the State of Michigan Notary Public Search website. If renewing our notary public appointment, please do not submit the appointment form until 60 days prior to your expiration date. The appointment form must include the \$10 filing fee.**

**Read all instructions and information carefully.** Questions regarding this application should be directed to the Office of the Great Seal at [Disclosure@michigan.gov](mailto:Disclosure@michigan.gov).

- Complete in full the Application for Michigan Notary Public Commission and Attorney Reappointment.
- Only your official signature should be written, all other information should be typed.

**\* All required fields must be completed or form will be rejected.**

Item	Instruction/Tips
Filing Fee	Submit this form with the \$10 filing fee for the notary public appointment/reappointment form.
Full Name (Full/Middle/Last) (Must match your State driver’s license or ID card)	Enter your full name; first, middle, last and suffix (Sr., Jr., III, etc.) if applicable. <ul style="list-style-type: none"> <li>• Do not alter your last name in any way. The name entered will be used for identification purposes and must match your picture identification.</li> </ul>
Driver’s License or Personal ID #	Enter your driver’s license number or, if you do not have a driver’s license, enter your Michigan identification number.
County of Residence	Enter the county where you reside. <ul style="list-style-type: none"> <li>• For Michigan residents go to the county clerk’s office in this county to file your surety bond and take the oath.</li> </ul>
Please indicate any previous and/or alias names	Enter any other name(s) you have used. <ul style="list-style-type: none"> <li>• This includes maiden name(s), prior married name(s), name used prior to U.S. citizenship, previous domestic partnership name(s), etc.</li> </ul>
Date of Birth	Enter the Month/Date/Year of your birth.
E-mail Address	Enter your complete email address.
Enter the name of your county where your business is located.	Enter the county where you are employed. <ul style="list-style-type: none"> <li>• If you do not work for a business, write “N/A”</li> <li>• Out-of-state residents file in the county where he/she is employed.</li> </ul>
Residence Mailing Address (Must match license or ID file – include P.O. boxes, lot and Apt #'s)	Enter the full address where you would like to receive notary public information. <ul style="list-style-type: none"> <li>• Your notary public commission will be mailed to this address.</li> <li>• The mailing address may be a P.O. Box.</li> </ul>
Business Address  Note: This address is public information and will be provided to the public upon request.	Enter the full street address of the business where you are employed. <ul style="list-style-type: none"> <li>• The mailing address may be a P.O. Box.</li> </ul>
Residence Telephone Number	Enter your cellular or landline telephone number. <ul style="list-style-type: none"> <li>• Please provide the full 10-digit number.</li> <li>• If you do not have a number to provide, write “N/A”.</li> </ul>
Business Telephone Number  Note: This number is public information and will be provided to the public upon request.	Enter your business telephone number. <ul style="list-style-type: none"> <li>• Please provide the full 10-digit number.</li> <li>• If you do not have a number to provide, write “N/A”.</li> </ul>

<p>Licensed Attorney in Michigan, enter State Bar number or if not licensed attorney write "N/A"</p>	<p>If you are a licensed attorney in Michigan, enter your State Bar number.</p> <ul style="list-style-type: none"> <li>• If you are not a licensed attorney in Michigan write "N/A".</li> </ul>
<p>Check Yes or No: Within the last 10 years, have you been convicted of a felony or misdemeanor (including any time serves/fees paid)?</p>	<p>Check either the Yes or No box.</p> <ul style="list-style-type: none"> <li>• If you have had a felony than any time served, and fees paid must have been completed at least 10 years from the date you are applying.</li> </ul>
<p>Check Yes or No: Do you currently hold or have ever held a notary public commission in this or any other state: If yes, indicate State: Michigan or other state and date or unknown</p>	<p>Check either the Yes or No box and either applicable box.</p>
<p>Check Yes or No: Have you ever had a notary public appointment in this or any other state: Revoked, suspended, cancelled, does not apply to me</p>	<p>Check either the Yes or No box and any applicable box.</p>