



# OFFICE OF THE SECRETARY OF STATE

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ALEXI GIANNOULIAS • 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 **\$15** 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 driver's license/state ID card address must match the home address listed on 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**.

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.



**Notary Public Application**  
 Alexi Giannoulas — Illinois Secretary of State

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

Last Name:	First Name:	Middle Name or Initial:
Business Address:		
Street:	City:	State:      ZIP:
Name of Employer:	Driver's License or State Identification Card Number (attach a photocopy):	
Business Phone:	Date of Birth:	Applying for: <input type="checkbox"/> <b>New Commission</b> <input type="checkbox"/> <b>Renewal of Commission</b> Current Expiration Date: _____ Commission Number: _____
Email Address:	Home Phone:	County of Residence:
Current Home Address (Driver's License address must match):		
Street:	City:	State:      ZIP:
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: _____		

<p><b>NOTARIAL OATH</b></p> <p>1. I am a U.S. citizen or an alien admitted for permanent residence.          2. I have been a resident of Illinois for at least 30 days.          3. I am age 18 or older.</p> <p>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.</p> <p>Printed Name as you want Commissioned: _____</p> <p>Signature of Applicant as Printed Above: _____</p> <p>Notary Public Signature: _____</p> <p>Witnessed and Affirmed this _____ day of _____, 20 _____</p>	<p style="text-align: center;"><b>State of Illinois, County of _____</b></p> <p>4. I have never been convicted of a felony.          5. I am able to read and write the English language.          6. I have never had a notary public commission revoked.</p> <div style="border: 1px solid black; padding: 10px; text-align: center; width: fit-content; margin: 20px auto;"> <p><b>AFFIX NOTARY SEAL HERE</b></p> </div>
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<p><b>NOTARY PUBLIC BOND</b></p> <p>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.</p> <p>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.</p> <p>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 four-year term.</p> <p>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.</p>	
<p>X _____          Signature of Principal/Notary Public Applicant</p>	<p>X _____          Signature of Authorized Representative of Surety Company</p>
<p><b>BOND NUMBER</b></p>	<p><b>AFFIX CORPORATE SEAL HERE</b></p>