



KEN BENNETT
Secretary of State

State of Arizona – Office of the Secretary of State Notary Public Application Instructions

SEND BY MAIL TO:

Secretary of State Ken Bennett, Atten: Notary Division
1700 W. Washington Street, FL. 7, Phoenix, AZ 85007-2808

OR return the application in person:

PHOENIX - State Capitol Executive Tower, 1700 W. Washington Street, 1st Fl., Room 103
TUCSON - Arizona State Complex, 400 W. Congress, 1st Fl., Suite 139-1
Office Hours: Monday through Friday, 8 a.m. to 5 p.m., except state holidays.

PLEASE NOTE: The notary commission application process takes about four weeks.
Questions? Call the Secretary of State's Office, Notary Division at (602) 542-6187.

ATTENTION:
Before applying, applicants must obtain and read the **Arizona Notary Public Reference Manual**, available at www.azsos.gov.
TO OBTAIN A PAPER COPY CALL (602) 542-6187.
REV. 12/20/2013

To QUALIFY FOR AN ARIZONA NOTARY PUBLIC COMMISSION AN APPLICANT

- Must be at least 18 years of age.
- Must be a citizen or a legal permanent resident of the U.S.
- Must NOT have a conviction for a felony UNLESS your civil rights have been restored, or a conviction of a lesser offense involving moral turpitude or of a nature that is incompatible with the duties of a notary public.
- Must be able to read and write English.
- Must be an Arizona Resident for income tax purposes.
- If you have had a professional license revoked or suspended for misconduct or dishonesty or any cause that substantially relates to the duties or responsibilities of a notary public, or if you have had your notary commission revoked or suspended, the Secretary of State may refuse to grant you a commission.

Do Not Apply if You Fail to Meet Any of the Above Requirements.

STEP 1. Obtain and Complete a Notary Public Application

Applications are available in the *Arizona Notary Public Reference Manual* or online at www.azsos.gov. The online application can be filled out electronically and printed out.

Name/Signature Requirements:

- Print or type your name (Section 2) and sign your name (Section 5) EXACTLY as you want your notary commission to be issued. Include your middle initial or middle name ONLY if you intend to use it when signing as a notary public.
- Your signature in Section 5 must be an original signature in ink.
- The typed name and signature on the application must also EXACTLY match the name on the bond that you obtain in Step 2 of these instructions.

Address Requirements:

- Include the PHYSICAL location of your residence; you are commissioned from your home address.
- ATTENTION: The Business Address is public record and will be displayed online at the Secretary of State's website.

Fill in all form blanks:

- If a field is not applicable, respond with "n/a" unless a field is "required."

STEP 2. Purchase a 4-year, \$5,000 Notary bond in duplicate form from an insurance agent

To obtain a notary bond consult your local phone book for a list of insurance agents who supply bonds. You can also contact your insurance agent to see if he or she offers notary bonds.

Name Requirements:

- The bond must show the printed (Section 2) and signed (Section 5) name EXACTLY as prepared on the application.

Date & Time-Frame Requirements:

- The bond MUST include its effective and expiration dates.
- Effective Date: The bond cannot be issued MORE THAN 60 DAYS BEFORE the commission is initiated.
- Expiration date: The expiration date of the bond is always *four years later and one day less than the effective date.*

Signature Requirements:

- Your signature must be properly notarized and sealed with an ink notary seal on the bond. Because the bond is a "jurat" there can't be any blank spaces.
- The Notary who executes the bond cannot be the same person who is purchasing the bond.
- The bond must be countersigned by the authorized bonding company agent in two places on the bond form.

STEP 3. Filing Procedure ~ Submission of the Application and Bond

Submit the following to the Secretary of State's Office via mail or in person. See addresses listed at the top of these instructions.

- Include the ORIGINAL application with an ORIGINAL signature.
- Include an ORIGINAL notarized bond with ORIGINAL signatures.
- FEE: Include a check or money order in the amount of \$43.00 made payable to the *Secretary of State*.
\$25.00 application fee
+ \$18.00 notary bond fee
= \$43.00 total filing fee

Expedited Service Is Available

Include an additional \$25.00 for expedited processing. Expedite processing varies with a 24-48 hour turnaround standard. Applicants who request expedited service need to clearly mark the envelope as "EXPEDITE."
\$43.00 total filing fee (application and bond)
+ \$25.00 expedited service request
= \$68.00 total filing fee

STEP 4. Obtain an Official Notary Seal

WAIT to receive a commission certificate from the Secretary of State designating you as a notary. Once received:

- Order a rubber notary seal (stamp) from a stationery store, office supply, or insurance company. (Vendors can be found in the phone book.) The rubber stamp is your official seal, but you may use an embosser **in addition** to the rubber stamp.

The rubber stamp **must** contain five items:

- 1. The words "NOTARY PUBLIC";
- 2. The name of the county in which you are commissioned;
- 3. Your name EXACTLY as it appears on the bond and the application form;
- 4. Your current commission expiration date; and
- 5. The Great Seal of Arizona.



State of Arizona – Office of the Secretary of State
Notary Public Application
This application is a legal document

KEN BENNETT
 Secretary of State

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PLEASE NOTE: The notary commission application process takes about four weeks.
 Applicants must purchase a Notary Bond BEFORE submitting this application.

DO NOT WRITE IN THIS SPACE

FOR OFFICE USE ONLY
SOSNPAPP REV. 12/20/2013

Notary Public Application instructions are available online at www.azsos.gov.

When to use this form: Complete this form to apply or renew a Notary Public Commission. Before proceeding, read the Notary Public Reference Manual. Write legibly; or fill out this application online at www.azsos.gov and print it.

Be Accurate: Complete all applicable fields on this form. The applicant's name on this form must EXACTLY match the name on the notary bond.

Questions? Call (602) 542-6187; in-state/toll-free (800) 458-5842.

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|--|--------------------|--------------------------------|
| 1. APPOINTMENT TYPE <i>Check One</i> <input type="checkbox"/> New Appointment <input type="checkbox"/> Renewal/Reappointment | | |
| <i>If your surname has changed and you are reapplying identify in the space provided the exact name you used on your last application. Refer to the information on your commission certificate. If you only want to change the surname on your commission, use the "Notary Public Address/Name Change Form."</i> | | |
| Previous First Name | Previous Last Name | Previous Middle Name (IF USED) |

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|---|--------------|------------|------------------|------------------|---------------|
| 2. APPLICANT INFORMATION | | | | | |
| Last Name | | First Name | | Middle (IF USED) | |
| Mailing Address - <i>This is where your certificate will be mailed</i> | | | City | State | Zip Code |
| Home (Physical) Address | | | City | State | Zip Code |
| Applicant Social Security # | **AZ DL/ID # | Issue Date | Home Telephone # | Gender | Date of Birth |
| | | Exp Date | () () () | M / F | / / |
| County of Residence <input type="checkbox"/> Apache <input type="checkbox"/> Cochise <input type="checkbox"/> Coconino <input type="checkbox"/> Gila <input type="checkbox"/> Graham <input type="checkbox"/> Greenlee <input type="checkbox"/> La Paz <input type="checkbox"/> Maricopa <i>Check One</i> <input type="checkbox"/> Mohave <input type="checkbox"/> Navajo <input type="checkbox"/> Pima <input type="checkbox"/> Pinal <input type="checkbox"/> Santa Cruz <input type="checkbox"/> Yavapai <input type="checkbox"/> Yuma | | | | | |

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|---|--------------------------------|----------------|----------------|
| 3. BUSINESS/EMPLOYER INFORMATION (The Business Name and Address is a public and will be displayed on our website.) | | | |
| Business/Employer Name (Business/Employer is a public record) | | | |
| Address (REQUIRED FIELD, Business/Employer address is public record) | | City | State Zip Code |
| Telephone Number (Include area code) | Fax Number (Include area code) | E-mail Address | |
| () () () | () () () | | |

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|--|---|--------------------------|------------------------------|
| 4. DISCLOSURE | | YES | NO |
| a. Have you ever been convicted of a felony OR a lesser offense involving moral turpitude of a nature that is incompatible with the duties of a notary public? | | <input type="checkbox"/> | <input type="checkbox"/> |
| If "YES" have you had your civil rights restored? If your rights have been restored you MUST provide and attach: court documentation that demonstrates the restoration of your civil rights; and a court or law enforcement issued document that refers to the nature of the original charges. | | <input type="checkbox"/> | <input type="checkbox"/> n/a |
| b. Have you ever had a professional license revoked, suspended, restricted, or denied for misconduct, dishonesty, or any cause that substantially relates to the duties or responsibilities of a notary public? If yes, attach an explanation statement. | | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Have you ever had a notary commission revoked, suspended, restricted, or denied in this state or any other jurisdiction? If yes, attach an explanation statement. | | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are you 18 years of age or older? | | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you a citizen or a legal permanent resident of the United States? ** | | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Do you claim Arizona as your primary residence for state and federal tax purposes? | | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Can you read and write English? | | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Have you been commissioned as a notary public in any other state or jurisdiction? | If "YES" please specify the jurisdiction(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Will you be performing notarizations in languages other than English? Note: You must be able to understand a language in order to perform notarizations in that language. Information provided is a public record. | If "YES" specify the language(s). | <input type="checkbox"/> | <input type="checkbox"/> n/a |

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|---|--|
| 5. APPLICANT ATTESTATION: OFFICE OF THE ARIZONA SECRETARY OF STATE | |
| Print your full name as provided in Section 2 | |
| I, _____ | solemnly affirm, under penalty of perjury, that the answers to all questions on this application and all copies of documents included with this application true, complete, unaltered and correct; that I have carefully read and understand the notary law (Title 41, Chapter 2, Article 2) of this State; 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 Arizona notary law. |
| Signature of Applicant (Sign as printed) | Date |