



State of Arizona
Notary Public Application Instructions

Arizona Secretary of State Ken Bennett

Business Services, Notary Section
 1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007-2888
 (602) 542-6187 (800) 458-5842 (within Arizona)
 Website: www.azsos.gov

NOTARIES ARE REQUIRED TO
 HAVE AN
**ARIZONA NOTARY PUBLIC
 REFERENCE MANUAL.**
 TO OBTAIN ONE, CALL
(602) 542-4758.

REV. 06/15/10

Please Note: The notary commission application process takes approximately three weeks.
Questions? Call the Secretary of State's Office, Notary Section at (602) 542-4758.

TO QUALIFY FOR AN ARIZONA NOTARY PUBLIC COMMISSION, YOU:

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| <ul style="list-style-type: none"> ▪ 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. | <ul style="list-style-type: none"> ▪ 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. |
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Do Not Apply if You Fail to Meet Any of the Requirements Listed Above.

Before proceeding, you must obtain and read the *Arizona Notary Public Reference Manual*, available on our website www.azsos.gov.

PROCEDURE TO APPLY FOR AN ARIZONA NOTARY PUBLIC COMMISSION

STEP 1. Complete the 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 on a computer and printed out. While preparing the application:

- Print your name EXACTLY as you want your notary commission to be issued.
- Include your middle initial or name ONLY if you intend to use it when signing as a notary public.**
- List the PHYSICAL location of your residence; you are commissioned from your home address.
- Fill in all the blanks** on the form. If a field is not applicable, designate your response as n/a.
- Sign the application EXACTLY as your name is printed.
- The signature on the application you submit must be an ORIGINAL signature.

COMMON MISTAKES: Failure to correctly and COMPLETELY fill out the application may delay the processing of your commission.

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

Consult your local phone book for a list of insurance agents who supply bonds. You may also wish to contact your insurance agent to see if he or she offers notary bonds. While requesting and preparing a bond:

- The bond must show your name printed and signed in two places exactly as on the notary application.
- The bond must show its effective and expiration dates.
- The bond cannot be issued MORE THAN 60 days BEFORE or 30 days AFTER the commission is initiated.
- The expiration date of the bond **is always one day less than the effective date four years later.**
- Your signature must be properly notarized with an ink notary seal.
- The bond must be countersigned by the authorized bonding company agent in two places on the bond form.
- The bond is a "Jurat" and therefore **CANNOT** contain **ANY** blank lines, otherwise, your application will be rejected.

COMMON MISTAKES: The most common reasons for returned bonds are: the venue in the notarial certificate is left blank and the notary's expiration date is not filled in.

* Please note that the notary bond is purchased in duplicate form so that the notary will have an original for their records and the Secretary of State will also have an original.

STEP 3. Filing Procedure

1. Submit the following documents to the Secretary of State's Office:

- Include the ORIGINAL application with an ORIGINAL signature.
- Include an ORIGINAL notarized bond with ORIGINAL signatures.
- Prepare 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 filing fee = \$43.00 Total filing fee**

** If you wish to have your application expedited there is a \$25.00 expedite fee. Expedite processing times vary with a 24-48 hour turnaround standard depending on volume of requests. Applications need to be clearly marked "EXPEDITE" on the envelope with an additional \$25 included with the standard processing fee.

2. Mail the documents to address listed above; walk-in service is available at locations listed at the top of the application.

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. These 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 things:
 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 commission expiration date; and
 5. The Great Seal of Arizona.