

# Illinois Notary "Discount" Bonding Co.

## ILLINOIS NOTARY PUBLIC APPLICATION CHECKLIST

Please review the following checklist when completing the Illinois Notary Public Application and surety bond.

- A. Applicants **MUST** submit the **CURRENT** application form for 2010. "White out" corrections are not acceptable. All revisions should be crossed-out and initialed.
- B. You must be a resident of the State of Illinois 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.
- C. The Secretary of State's Index Department appoints all Illinois Notary Publics. Your official commission date is assigned by this office, not the insurance company or surety bonding company who has underwritten your surety bond.
- D. 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 **MUST BE VALID** and not expired. If the front shows expired, the applicant must also submit a **legible** copy of the renewal sticker on the back of the license. The copy of the Driver's License must be issued from **ILLINOIS ONLY** (unless applying for a non-resident commission).
- E. The **Name** and **Residential (Home) address** used on the application **MUST MATCH** what appears on the Driver's License.
- F. If the home and work address are the same, the applicant **MUST** send a copy of a current utility bill displaying the address as proof.
- G. In the "NOTARIAL OATH" section, your Name and Signature of Applicant must read exactly the same and be notarized by **another** current Illinois Notary Public along with a valid rubber stamp seal. **You cannot notarize your own signature.**
- H. In the "NOTARY PUBLIC BOND" section please **PRINT** your name on the first blank line. At the "**X**" at the bottom of the section, you must **SIGN** as Signature of Principal/Applicant. This office accepts only applications and surety bonds with an **original** signature. **YOUR PRINTED NAME AND SIGNATURES MUST BE EXACTLY THE SAME ON ALL LINES!!**
- I. The office of the County Clerk in the county where you reside or are employed will contact you upon receipt of your commission. Failure to register with the county will result in cancellation of your commission.

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 1-800-3-NOTARY (1-800-366-8279).