



**KEN BENNETT**  
Secretary of State

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

### BUSINESS SERVICES CUSTOMER SERVICE CENTER

State Capitol Executive Tower, First Floor, Room 103

1700 W. Washington Street, Phoenix, Arizona

(602) 542-6187 (800) 458-5842 (within Arizona) Website: [www.azsos.gov](http://www.azsos.gov)

Office Hours: Monday through Friday, 8 a.m. to 5 p.m., except state holidays.

NOTARIES ARE REQUIRED TO  
HAVE AN  
**ARIZONA NOTARY PUBLIC  
REFERENCE MANUAL.**

TO OBTAIN ONE, CALL  
**(602) 542-6187.**

REV. 04/03/13

**PLEASE NOTE:** The notary commission application process takes approximately three weeks.

**Questions?** Call the Secretary of State's Office, Notary Division at (602) 542-6187.

### TO QUALIFY FOR AN ARIZONA NOTARY PUBLIC COMMISSION, YOU:

- 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 These Requirements.

### PROCEDURE TO APPLY FOR AN ARIZONA NOTARY PUBLIC COMMISSION

Before proceeding, you must obtain and read the *Arizona Notary Public Reference Manual*, available on our website [www.azsos.gov](http://www.azsos.gov)

#### STEP 1. Complete the Notary Public Application

Applications are available in the *Arizona Notary Public Reference Manual* or online at [www.azsos.gov](http://www.azsos.gov). The online application can be filled out electronically on a computer and printed out. While preparing the application:

- Print and sign your name EXACTLY as you want your notary commission to be issued. (The name on your application must match the name on your bond exactly.)
- 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 blanks** on the form. If a field is not applicable, your response may be "n/a" unless a field is "required."
- The signature on the application must be an ORIGINAL.

#### 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 the commission is initiated.
- The expiration date of the bond **is always four years later and one day less than the effective date.**
- Your signature must be properly notarized and sealed with an ink notary seal. Because the bond is a "jurat" there can be no blanks.
- The bond must be countersigned by the authorized bonding company agent in two places on the bond form.
- The Notary on the bond cannot be named in the bond anywhere other than as the Notary Public.

#### STEP 3. Filing Procedure

Submit the following to the Secretary of State's Office via mail or return it in person. See addresses listed at the top of the application:

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

\*\* If you wish to have your application expedited there is an additional \$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.

#### 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 current commission expiration date; and
  5. The Great Seal of Arizona.



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

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DO NOT WRITE IN THIS SPACE

PLEASE NOTE: The notary commission application process takes about three weeks.
Applicants must purchase a Notary Bond BEFORE submitting this application.
Notary Public Application Instructions are available online at www.azsos.gov.

FOR OFFICE USE ONLY
SOSNPAPP REV. 04/03/13

THIS COMMISSION & RENEWAL APPLICATION IS A LEGAL DOCUMENT

About this application

Use this form to apply or renew a Notary Public Commission. The applicant's name on this form must EXACTLY match the name on the notary bond.

How to complete this form

Before proceeding, please read the Notary Public Application Instructions. Print clearly or computer generate this form online.

Return this application in person:

PHOENIX - State Capitol Executive Tower, 1700 W. Washington Street First Floor, Room 103

TUCSON - Arizona State Complex Building, 400 W. Congress Second Floor, Room 252

Or Mail to:

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

1. APPOINTMENT TYPE

Check One [ ] New Appointment [ ] Renewal/Reappointment

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."

Previous First Name Previous Last Name Previous Middle Name (IF USED)

2. APPLICANT INFORMATION

Form with fields for Last Name, First Name, Middle (IF USED), Mailing Address, Home (Physical) Address, Applicant Social Security #, AZ DL/ID #, Issue Date, Home Telephone #, Gender, Date of Birth, and County of Residence.

3. BUSINESS/EMPLOYER INFORMATION

Form with fields for Business/Employer Name, Address, Telephone Number, Fax Number, and E-mail Address.

4. DISCLOSURE

Table with 2 columns: Question, YES, NO. Contains questions a through i regarding convictions, licenses, notary commissions, age, citizenship, residence, and language skills.

5. APPLICANT ATTESTATION: OFFICE OF THE ARIZONA SECRETARY OF STATE

Attestation section with a signature line and a date field.