



Instructions for your commission application as a State of Arizona notary public.

A. You must follow these instructions or the State of Arizona will reject your application.

- ❖ You must print your application and you cannot leave any blanks! (Respond with either “N/A” or “NONE” when applicable)
- ❖ Do not use “white out” or have erasures on your application or it will be rejected! (If you need to make a correction, simply cross through it and initial your changes. Do not erase or use any type of correction fluid/tape)
- ❖ At the top of the application, select if you are a new appointment or a renewal/reappointment. If you are a renewal/reappointment, you must indicate (on the line below the box you checked) your name under which you were last commissioned as an Arizona notary if your name has changed. Also list your current commission expiration date next to the renewal/reappointment box you checked and your commission number. This will help speed up the process!
- ❖ Fill in your last name, first name and middle name or middle initial. (Use “N/A” if you do not use a middle name or middle initial) You must print your name exactly as you want to be commissioned. Example: If you want to be commissioned as John E. Smith, then you must only print “E” in the middle name box. Only print your full middle name if that is how you want to be commissioned. (E.G.: John Edward Smith)
- ❖ If your signature at the bottom of the application and your printed name at the top of the application do not match then your application will be rejected by the State of Arizona. You must sign and print your name the exactly same.
- ❖ Fill in your mailing address, city, state, and zip code. Fill in your actual physical home address, city, state, zip code, county of residence, social security number (state requirement), and home phone number with area code.
- ❖ Business/Employer information must be filled in. If you are “retired” or “unemployed” write that in the Business/Employer name field. If you do not have an employment address, you must list your residents address in the Business/Employer information fields. You may use a P.O. Box for the address.
- ❖ Each notary application must include a legible photocopy of your driver’s license or state identification card. Failure to provide a legible copy will result in rejection of your application. The driver’s license must be valid and not expired.
- ❖ Make sure you place the date you signed the application next to your signature.

B. Application and bond filing procedures:

- ❖ Once we receive your completed application along with your package fee, we will process your bond.
- ❖ We will mail back your original application and bond that you will need to sign and have notarized.
- ❖ You must mail your completed original application, bond and the State required filing fee of \$43.00 made payable to the Secretary of State. (The mailing address for the Arizona Secretary of State is at the top of your original application)
- ❖ When the State of Arizona approves your bond and application, they will prepare your new notary commission certificate. The State of Arizona will then mail your notary certificate directly to you.
- ❖ Once you receive your notary commission certificate from the State of Arizona, you must fax, mail or email us a copy of your notary commission certificate so that we can order your new notary stamp. Do not delay! (The State of Arizona requires us to have a copy of your certificate on file if we provide the notary stamp and bond for you.)