



## Instructions to help you successfully complete your new or renewal application for an Illinois Notary Public commission.

Please type or print legibly on the application. All fields must be completed on the application. Review the instructions while completing the Illinois notary public application. We strongly recommend that you double-check the notary public application before sending it to us. Applications not completed correctly will delay processing time. Thank you.

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.

### Section 1

- ❖ The last name, first name, middle name or initial and current home address used on the application must match what appears on the driver's license.
- ❖ If the current home address and business address are the same; the applicant must send a copy of a current utility bill displaying the address as proof.

### Notarial Oath Section

- ❖ Your name of applicant 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.

### 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/notary public 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!

#### Mandatory State Requirement:

- Each 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. 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).

#### Extremely Important Information:

- White out corrections of any kind is NOT acceptable. All revisions should be crossed-out and initialed. If white out is used the state will reject your application.
- 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. (Indiana residents cannot apply.)
- The Secretary of State's Index Department appoints all 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.
- 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.