



INSTRUCTIONS TO CORRECTLY COMPLETE YOUR ILLINOIS NOTARY PUBLIC APPLICATION.

MANDATORY CHECK OFF LIST

- Type or print legibly on the notary public application.
- All fields must be completed on the notary public application.
- **ALL NOTARY PUBLIC APPLICATIONS MUST INCLUDE A LEGIBLE PHOTOCOPY OF THE FRONT AND BACK OF YOUR VALID DRIVER'S LICENSE OR STATE ID CARD.**
If a photocopy is not included this will delay processing time.
- **"WHITE OUT" OF ANY KIND IS NOT ACCEPTABLE ON THE NOTARY PUBLIC APPLICATION.**
All revisions should be crossed-out and initialed. If white out is used the state will reject your notary public application.

TOP SECTION OF NOTARY PUBLIC APPLICATION

- The last name, first name, middle name or initial and current home address used on the application must match what appears on your 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.

MIDDLE SECTION OF NOTARY PUBLIC APPLICATION - NOTARIAL OATH

- **Your printed name and signatures must be EXACTLY THE SAME on the notary public application.**
- You must have your notary public application notarized by another current Illinois notary public that has a valid Illinois notary stamp seal.
- You cannot notarize your own signature.

LAST SECTION OF NOTARY PUBLIC APPLICATION - NOTARY PUBLIC BOND

- Please print your name on the first blank line where indicated.
- At the "X" at the bottom of the section, you must sign as signature of principal/notary public applicant. Your printed name and signatures must be exactly the same on all lines!

EXTREMELY IMPORTANT

- ✓ The office of the County Clerk in the Illinois County where you reside will contact you upon receipt of your commission. Failure to register with the county will result in cancellation of your commission.