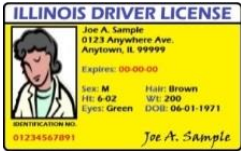


HELP AVOID DELAYS IN PROCESSING!

Important requirements and instructions on how to complete the Illinois notary public application:



MANDATORY: All new or renewal notary public applications **MUST** include a legible photocopy of the front and back of your valid driver's license or state identification card. If a photocopy is not included this will delay processing time.

MANDATORY: When completing the notary public application write-out of any kind is **NOT** acceptable. All revisions should be crossed-out and initialed. If write-out is used the state will reject your notary public application.

Important Note: Please be sure to double check your notary public application. Be sure to print or type legibly and that all fields on notary public application are completed and correct.

Important Note: The Office of the County Clerk in the Illinois County where you reside will contact you upon receipt of your notary commission. Failure to register with the county will result in cancellation of your commission.

Important Note: The Illinois Secretary of State filing fee of \$10.00 is already included in our new or renewal notary bond package prices. We will pay for and submit the filing fee to the Illinois Secretary of State for you.

Notary Public Application
Jesse White – Illinois Secretary of State

Last Name:

First Name:

Middle Name or Initial:

Business Address (P.O. Box not acceptable):
Street:

City:

State:

ZIP Code:

Name of Employer:

Driver's License or State Identification Card Number (attach a photocopy):

Business Phone:

Date of Birth:

Applying for: New Commission Renewal of Commission

Current Expiration Date: _____ Commission Number: _____

Email Address:

Home Phone:

County of Residence:

Current Home Address (P.O. Box not acceptable):
Street:

City:

State:

ZIP Code:

Has your name, address or county changed since your last commission? Yes No

If, yes, give previous name, address and/or county: _____

NOTARIAL OATH State of Illinois, County of _____

1. I am a U.S. citizen or an alien admitted for permanent resident.
2. I have been a resident of Illinois for at least 30 days.
3. I am age 18 or older.
4. I have never been convicted of a felony.
5. I am able to read and write the English language.
6. I have never had a notary public commission revoked.

I do solemnly affirm, under the penalty of perjury, that the answers to all statements on this application are true, complete and correct; that I have carefully read the notary law of the State of Illinois; and that if appointed and commissioned as a notary public, I will perform faithfully, to the best of my ability, all notarial acts in accordance with the law. Further, my signature below authorizes the Office of the Secretary of State to conduct a background verification to confirm the assertions and information provided herein.

Printed Name as you want Commissioned: _____

Signature of Applicant as Printed Above: _____

Notary Public Signature: _____

Witnessed and Affirmed this _____ day of _____, 20____

AFFIX NOTARY SEAL HERE

NOTARY PUBLIC BOND

THIS BOND MUST BE WRITTEN BY A COMPANY QUALIFIED WITH THE ILLINOIS DEPARTMENT OF INSURANCE TO WRITE SURETY BONDS IN THE STATE OF ILLINOIS. The Office of the Secretary of State does not recommend any particular bonding or insurance company.

Know all by these presents that we _____ PLEASE PRINT NAME HERE _____ as principal/applicant and _____ CONTRACTORS BONDING AND INSURANCE COMPANY _____ are held firmly bound unto the People of the State of Illinois, in the penal sum of FIVE THOUSAND DOLLARS (\$5,000), for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators and assigns jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT, whereas, the above bound principal/applicant has applied for appointment by the Secretary of State of the State of Illinois as a Notary Public for a four-year term.

Now, if said principal/applicant shall truly and faithfully perform and discharge the duties of said office of Notary Public, in all things according to law, then the above obligation to be null and void, otherwise to remain in full force and virtue in law. The term of this bond is from the effective date of the principal's/applicant's commission to the expiration of the same.

X _____ Signature of Principal/Notary Public Applicant

BOND NUMBER _____

Signature of Authorized Representative of Surety Company

AFFIX CORPORATE SEAL HERE

REMINDER: YOU MUST SEND A PHOTOCOPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION

Illinois Notary "Discount" Bonding Company
Notary Division
P.O. Box 5853, Peoria, IL 61601-9943

Top Section – Application Information:

- Complete the entire top section of the notary application.
- The last name, first name, middle name or initial and current home address used on the notary application must match what appears on your driver's license or state identification.
- 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 – Notarial Oath:

- Provide your county of where the notarial oath was performed.
- Your printed name and signatures must be EXACTLY the SAME on the notary application.
- You MUST have your notary application notarized by another current Illinois notary public that has a VALID Illinois notary seal stamp. The person who notarized your notary application must sign their name EXACTLY as it appears on their notary seal stamp. (The State of Illinois will reject your notary application if this is not correct.)
- At the "AFFIX NOTARY SEAL HERE" boxed area the person who notarized your notary application must have all the correct information on their notary seal stamp. They cannot "write-in" anything over the notary seal stamp. Notary seal stamps must be rectangular in shape and must also have a "serrated border" around the stamp. (Metal embosser seals CANNOT be used.)

Bottom Section – Notary Public Bond:

- Please print your name on the first blank line where indicated "PLEASE PRINT NAME HERE".
- 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.