

Non-Resident Notary Public Application Checklist

Following is a checklist for use in completing the Non-resident Notary Public Application. **Please be sure to print or type legibly and that all fields on non-resident notary public application are completed and correct.**

- ✓ To become a non-resident notary public, you must be a resident of a qualifying bordering state, which includes Iowa, Kentucky, Missouri, Indiana and Wisconsin. Out-of-state residents are commissioned in the Illinois county in which they are employed.
- ✓ Non-resident notary publics are appointed through the Secretary of State's Index Department. Your official commission date is assigned by the state, not the insurance company or surety bonding company that has underwritten your surety bond.
- ✓ Non-resident notary publics must have a physical business address in Illinois.
- ✓ 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.
- ✓ Each Notary Public Applicant **must not use white-out for revisions** on the notary public application. White-out of any kind is not acceptable. **All revisions should be crossed-out and initialed.** *Failure to not follow this instruction will result in rejection of your application.*
- ✓ Each Non-resident Notary Public Application must include a **legible photocopy (front & back)** of your driver's license or state ID card. *Failure to provide a legible copy will result in rejection of your application.*
- ✓ **The Name and Signature of the Applicant** must read exactly the same and be notarized by **another** current Illinois notary public, including a valid rubber stamp seal. **You cannot notarize your own signature.**
- ✓ In the **NOTARY PUBLIC BOND** section you must sign as **Signature of Principal/Notary Public Applicant on the bond.** The state only accepts applications with an **original signature.**
- ✓ The office of the county clerk in the county **where you are employed** will contact you upon receipt of your commission. Failure to register with the county will result in cancellation of your commission.