

# (Non-Resident)

## Illinois 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 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.
- ✓ **Your full name and address MUST match your Illinois driver's license or state ID card, or your notary public application will be REJECTED by the Secretary of State. Please be advised that even though the notary public application reads in the NOTARIAL OATH section: "Printed Name as you want Commissioned" your full name STILL MUST match your Illinois driver's license or state ID card.**
- ✓ The Illinois Secretary of State filing fee of \$15.00 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.
- ✓ You must provide a valid e-mail address on your notary public application.
- ✓ 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.*
- ✓ If you answer, 'Yes' to the question "Will you perform Notarizations remotely by means of Audio-Visual Communication," you must include a \$30,000 Illinois Notary Bond. If you answer 'No' to this question, you must include only a \$5,000 Illinois Notary Bond. The Illinois Notary Bond must be issued by a company qualified to write surety bonds in Illinois. This office does not accept the Public Official Bond or Errors and Omissions Policy. The surety bonding company's corporate seal must accompany the signature of an officer or authorized representative. The surety bonding company will circle either \$5,000 or \$30,000 based upon the answer to this question.
- ✓ 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 Illinois Secretary of State's Office in Springfield will now send your notary commission certificate directly to you once your notary application is approved and your commission is completed. (Please allow the Secretary of State at least 4-6 weeks to process your notary application)
- ✓ Once you receive your notary commission certificate, you must submit a copy to our office so we can order your notary stamp seal. Please email a copy to [StateNotice@NotaryBonding.com](mailto:StateNotice@NotaryBonding.com) or you may FAX a copy to 1-800-637-5992.