

Notary Public Application Checklist

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

- ✓ To become an Illinois Notary Public, you must be an Illinois resident or a resident of a qualifying bordering state. Illinois residents are commissioned in the county in which they reside.
- ✓ Illinois 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.
- ✓ 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 Notary Public Application must include a **legible photocopy (front & back) of your driver's license or state ID card.** The driver's license/state ID card address must match the home address listed on application. *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 the bond as **Signature of Principal/Notary Public Applicant.** The state only accepts applications with an **original signature.**
- ✓ 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.