



## INSTRUCTIONS TO CORRECTLY COMPLETE YOUR MICHIGAN NOTARY PUBLIC APPLICATION.

### MANDATORY CHECK OFF LIST

- Please type or print legibly on the application.
- All fields must be completed on the application.
- **Field 1:** Print or type your full legal name. It must match your state driver's license or ID card.
- **Field 2:** Print or type any previous and/or alias names. (If applicable.)
- **Field 3:** Provide your driver's license number or personal ID card number.
- **Field 4:** Provide your residence address. (P.O. Boxes are not accepted.)
- **Field 5:** Provide your date of birth. (Month / Day / Year)
- **Field 6:** Provide your email address. (If applicable.)
- **Field 7:** Provide your full business address. (If applicable.)
- **Field 8:** If you are not a licensed attorney in Michigan please check the box N/A. If you are a licensed attorney in Michigan you must submit your application directly to the Office of the Great Seal at Michigan Department of State, Office of the Great Seal, 7064 Crowner Drive, Lansing, MI 48918.
- **Field 9:** Provide your county of residence. Non-Michigan residents please indicate your county of employment.
- **Field 10:** Provide your residence and business telephone numbers.
- **Field 11:** Describe the date and circumstance of any felony or misdemeanor convictions during the previous ten years in this or any other state. Attach additional pages if necessary. If none, please check the box N/A.
- **Field 12:** Check the box YES or NO if you currently hold or have ever held a notary public commission in this or any other state. If YES, indicate the state and date or unknown. If NO, please check the box NO.
- **Field 13:** If you answered YES to a question in this field please explain. Attach additional pages if necessary. If you answered NO please check the box DOES NOT APPLY TO ME.
- **Note:** Read the affirmation paragraph at the bottom of the application and sign your name exactly as it will appear on documents you notarize. **Your name on Field 1 of the application and your signature MUST BE THE SAME and should be EXACTLY as you wish to be commissioned.**