

Steps for a Recently Appointed Notary in Oklahoma.

Step 1

Read and review all five (5) step by step instructions for a Recently Appointed Notary Public in Oklahoma.

Please be sure to read and review all five (5) steps thoroughly.

- [Click here](#) to print a PDF version of the step by step directions for your future reference.

Step 2

There are 2 options to order your recently appointed notary bond package.

If you have recently received your appointment and submitted your state filing fee of \$25.00 new notary or \$20.00 renewal notary proceed to order your recently appointed notary bond package.

Option 1: Online Ordering: To order your recently appointed notary bond package online please close this box by clicking the black X on the bottom right hand side to continue with your order. Payments accepted are Visa, MasterCard, American Express, Discover and PayPal.

Once we receive your order and payment we will review your order for accuracy. If all the information is correct and complete we will then process your order and mail you your forms.

Once complete proceed to step 3.

Option 2: Fax / Mail Ordering: To order your recently appointed notary bond package by fax or mail you must send the following form below so we can process your order. Payments accepted are check, money order, Visa, MasterCard, American Express or Discover.

- [Continue here](#) to download and complete the recently appointed notary bond package order form.

Fax: (800) 637-5992

Mail:

Oklahoma Notary "Discount" Association Co.
P.O. Box 2725
Oklahoma City, OK 73101

Once we receive your form and payment we will review your form for accuracy. If all the information is correct and complete we will then process your order and mail you your forms.

Once complete proceed to step 3.

Step 3

We will process your recently appointed notary bond package order and mail your forms directly to you.

Once we receive your recently appointed notary bond package order online, by fax or by mail we will process your order. We will then prepare the following and mail it directly to you:

- \$1,000 notary public bond
- Power of Attorney form
- Notary supplies
- E & O insurance policy (if ordered)

Your official stamp seal will be ordered and mailed separately. Your official stamp seal will arrive at a later date due to the fact that it needs to be personalized and manufactured.

Proceed to step 4.

Step 4

File your \$1,000 notary bond, power of attorney form and filing fee within 60 days to the Secretary of State's office.

Before a person may act as a notary, he or she must file the signed and completed (both sides) \$1,000 notary bond, power of attorney form and a \$10.00 filing fee (payable to Oklahoma Secretary of State) with the Secretary of State's Office.

You must file your \$1,000 notary bond, power of attorney form and a \$10.00 filing fee within 60 days of receiving your forms.

You can file these forms in person or mail the forms to the following address:

Secretary of State
421 N.W. 13th, Suite 210/220
Oklahoma City, OK 73103

Filing questions about the notary bond should be directed to the Secretary of State's Office at (405) 521-2516.

Once complete proceed to step 5.

Step 5

Receive your receipt of payment and you will be authorized to begin your notarial duties.

Once you receive your receipt of payment (\$10.00 filing fee) from the Secretary of State's office in the mail you will be authorized to begin your notarial duties.