

Steps to become a New or Renewal notary in Illinois.

Step 1

Read and review all seven (7) step by step instructions to become or renew as a Illinois Notary Public.

Please be sure to read and review all seven (7) steps thoroughly. This will avoid any delays in the commissioning process.

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

Step 2

Complete your new or renewal notary bond package order form.

- [Continue here](#) to download and complete the new or renewal notary bond package order form.

Once complete proceed to step 3.

Step 3

Complete the Illinois notary public application.

- [Continue here](#) to download and complete the Illinois notary public application.
- [Continue here](#) to download and review the instructions to help you successfully complete your application.

Once complete proceed to step 4.

If you are a "non-resident" of the State of Illinois proceed to use the below notary public application.

- [Continue here](#) to download and complete the Illinois "non-resident" notary public application.

Once complete proceed to step 4.

Step 4

Mail the necessary forms directly to us and once we receive your forms we will submit your forms as well as pay for and submit your \$10.00 state filing fee to the Secretary of State's Office.

Once you have completed the necessary forms please be sure to review your forms for accuracy. If all the information is correct and complete mail the following:

- Completed new or renewal notary bond package order form
- Completed original Illinois application or original Illinois "non-resident" application
- Mandatory State Requirement: Include a valid copy of the front and back of your driver's license or state ID
- Form of payment via check, money order, Visa, MasterCard, American Express or Discover

Mail:

Illinois Notary "Discount" Bonding Co.
P.O. Box 5853
Peoria, IL 61601

When we receive your necessary forms in the mail we will submit your forms as well as pay for and submit your \$10.00 state filing fee to the Secretary of State's Office. When the Secretary of State's Office approves your notary public application, a commission will be issued. The commission will be mailed by the Secretary of State's Office to the County Clerk's Office of the county in which you reside.

Proceed to step 5.

Step 5

What to do once the County Clerk's office receives your commission.

Once the County Clerk's office receives your commission they will mail you a appointment letter. When you receive the appointment letter it can be completed by mail or in person at the County Clerk's office.

- By Mail: If you choose to mail your appointment letter back to the County Clerk's office you will need to sign the letter where indicated and mail it along with a county filing fee of \$10.00.
- In Person: If you choose to go in person to the County Clerk's office you will need to sign your appointment letter in front of the County Clerk and pay the county filing fee of \$5.00.

Once this process is complete you will be issued a notary public certificate by the County Clerk's office.

Proceed to step 6 to send us your notary certificate immediately.

Step 6

We must obtain a copy of your notary public certificate in order to process your new official stamp seal. Please do not delay!

Extremely Important: You must send us a copy of your notary certificate so we can order your new official stamp seal. Below are three ways you can send us your notary certificate. Thank you in advance for your quick response.

Fax: (800) 637-5992

Email: info@notarybonding.com

Mail:

Illinois Notary "Discount" Bonding Co.
P.O. Box 5853
Peoria, IL 61601

Once we receive a copy of your notary public certificate we will immediately order your new official stamp seal. Please allow approximately 10 business days once ordered to receive your new official stamp seal due to the fact that it must be personalized and manufactured.

Proceed to step 7.

Step 7

You are now authorized to begin your notarial duties.

Once you receive your new official stamp seal in mail you are now authorized to begin your notarial duties.