

Steps to become a New or Renewal notary in Michigan.

Step 1

Read and review all six (6) step by step instructions to become or renew as a Michigan Notary Public.

Please be sure to read and review all six (6) 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

There are 2 options to order you're new or renewal Michigan notary bond package.

Option 1: Online Ordering: To order you're new or renewal Michigan 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 notary bond which you must then file with your county clerk's office.

Once complete proceed to step 3.

Option 2: Fax / Email / Mail Ordering: To order your new or renewal Michigan notary bond package by fax, email or mail you must send the following forms 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 Michigan notary public application.
- [Continue here](#) to download and review the instructions to help you successfully complete your application.
- [Continue here](#) to download and complete the new or renewal notary bond package order form.

Fax: 1-800-637-5992

Email: info@notarybonding.com

Mail:

**Notary Service and Bonding Agency, Inc.
550 Hulet Drive
Suite 105
Bloomfield Hills, MI 48302**

Once we receive your forms and payment we will review your forms for accuracy. If all the information is correct and complete we will then process your order and mail you your notary bond which you must then file with your county clerk's office.

Once complete proceed to step 3.

Step 3

File your \$10,000 notary bond with the county clerk's office. Please do not delay!

Once you receive your notary bond in the mail from us you must file it with your county clerk's office. You will have 90 days from the date of the bond to file your notary bond with the county clerk's office. Please do not delay!

The filing fee at the county clerk's office is \$10.00 (with the exception of Wayne County, which is \$15.00). When at the county clerk's office the county clerk will administer an Oath of Office and verify that you have complied with these requirements by completing the designated areas on your completed application for notary public commission. Your original signature must then be placed on the application for notary public commission. Please be sure to ask your county clerk for a receipt to keep for your records.

Once complete proceed to step 4.

Step 4

Forward the completed notary application to the Michigan Department of State.

Once you have finished the filing requirements at the county clerk's office, you must forward your completed application for notary public commission with a (\$10.00 non-refundable processing fee) to the following address:

Michigan Department of State
Office of the Great Seal
7064 Crowser Blvd.
Lansing, MI 48918

Send only a check or money order payable to the "State of Michigan". The Michigan Department of State will review your application for notary public commission. When your application for notary public commission is approved you will be issued a notary public commission appointment card. If the application for notary public commission is not approved you will receive a denial letter in the mail.

Once complete proceed to step 5.

Step 5

Provide us the information on your notary public commission card. Please do not delay!

Once you receive your notary public commission appointment card from the State of Michigan by mail, you must call, fax or email us the information on the card so that we can order your new notary stamp. Please do not delay!

Phone: 1-800-366-8279

Fax: 1-800-637-5992

Email: info@notarybonding.com

Once we receive the information on the notary public commission appointment card from you we will immediately order your new notary stamp. Please allow ample time to receive your new notary stamp due to the fact that it needs to be personalized and manufactured.

Once complete proceed to step 6.

Step 6

You are now authorized to begin your notarial duties.

Once you receive your new notary stamp in the mail you will be authorized to begin your duties as a notary public for the State of Michigan.



Notary public request for duplicate/notice of change form:

- [Continue here](#) to download and complete the Michigan notary public request for duplicate/notice of change form.

If requesting a duplicate commission certificate or address/name change form you must complete the below form and mail a check or money order in the amount of \$10.00, payable to the State of Michigan.

Mail:

Michigan Department of State
Office of the Great Seal
7064 Crowner Blvd.
Lansing, MI 48918



Notary Replacement Bond:

A \$25.00 fee will be required to reproduce your notary public bond.

