

Steps to become a New or Renewal notary in Oklahoma.

Step 1

Read and review all five (5) step by step instructions to become or renew as a Oklahoma Notary Public.

Please be sure to read and review all five (5) 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 notary bond. We are approved by the Oklahoma Secretary of State Notary Department to submit your notary public application electronically for a faster approval!

Option 1: Online Ordering: To order your new or renewal 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 electronically with the Secretary of State for faster service.

Important: The Oklahoma Secretary of State fee of (\$25.00 New Notary or \$20.00 Renewal Notary) is already included in the notary package price. Do not include payment for that fee. We will pay for and submit that fee directly to the Oklahoma Secretary of State for you. Thank you.

Once complete proceed to step 3.

Option 2: Fax / Mail Ordering: To purchase a new or renewal notary bond package by fax or mail you must send the following forms below so we can process your order. Forms of payment accepted are check, money order, Visa, MasterCard, American Express or Discover.

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

Fax: (800) 637-5992

Mail:

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

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 electronically with the Secretary of State for faster service.

Important: The Oklahoma Secretary of State fee of (\$25.00 New Notary or \$20.00 Renewal Notary) is already included in the notary package price. Do not include payment for that fee. We will pay for and submit that fee directly to the Oklahoma Secretary of State for you. Thank you.

Once complete proceed to step 3.

Step 3

The Secretary of State's office issues your notary public commission directly to us.

Once the Secretary of State's Office receives all of the correct and completed forms from us electronically they will review your application for appointment as a notary public. If all is in order your notary public commission certificate will be emailed directly to us to process. We will then prepare the following and mail it directly to you:

- \$1,000 notary public bond
- Notary public commission certificate
- 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.