



## NOTARY PUBLIC APPLICATION INSTRUCTIONS

State of Arizona  
Secretary of State - Notary Section  
1700 W. Washington Street, 7th Floor  
Phoenix, Arizona 85007

NOTE: The notary commission application process takes approximately three weeks.

### To qualify for an Arizona Notary Public Commission, you:

- Must be an Arizona Resident for income tax purposes
  - Must be a citizen or a legal permanent resident of the U.S
  - Must not have had a notary commission or professional license revoked within the previous four years.
  - Must not be a convicted felon.
  - Must be at least 18 years of age.
- DO NOT APPLY if you fail to meet any of these requirements.

### Procedure to Apply for an Arizona Notary Public Commission

#### *STEP 1. Complete the Notary Public Application.*

- Print your name exactly as you want your notary commission to be issued.
- **Show your middle initial or name only if you intend to use it when signing as a notary public.**
- List the physical location of your residence; you are commissioned from your home address.
- **Fill in all the blanks** on the form and sign the application exactly as your name is printed.
- The signature on the application you submit must be an **original** signature.

#### *STEP 2. Purchase a 4-year \$5,000 Notary bond in duplicate form from an insurance agent.\**

- The bond must show your name printed and signed in two places exactly as on the notary application.
- The bond must show its effective and expiration dates.
- The bond cannot be issued more than 60 days before or 30 days after the commission is initiated.
- The expiration date of the bond **is always one day less than the effective date four years later.**
- Your signature must be properly notarized with an ink notary seal.
- The bond must be countersigned by the authorized bonding company agent in two places on the bond form.
- The bond is a "Jurat" and therefore **CANNOT** contain **ANY** blank lines, otherwise, your application will be rejected. (Common reasons for returned bonds are: the venue in the notarial certificate is left blank and the notary's expiration date is not filled in.)

**\*Please note** that the notary bond is purchased in duplicate form so that the notary will have an original for their records and the Secretary of State will also have an original.

#### *STEP 3. Filing Procedure.*

Mail the following documents to the Secretary of State (use the address shown above):

1. The original application with an original signature.
2. An original notarized bond with original signatures.
3. A check or money order in the amount of \$43.00 made payable to the Secretary of State.

\$25.00 Application fee + \$18.00 notary bond filing fee = \$43.00 Total filing fee\*\*

\*\*If you wish to have your application expedited there is a \$25.00 expedite fee. Expedite processing times vary depending on available staff and volume of workload, however, a 24-48 hour turnaround is our standard. If mailed, applications need to be clearly marked "EXPEDITE" on the envelope.

#### *STEP 4. Obtain an Official Notary Seal.*

- **Wait** to receive a commission certificate from the Secretary of State designating you as a notary.
- Order a rubber notary seal (stamp) from a stationery store, office supply, or insurance company.
- The rubber stamp is your official seal, but you may use an embosser **in addition** to the rubber stamp.
- The rubber stamp must contain five things:
  1. **The words "NOTARY PUBLIC";**
  2. **The name of the county in which you are commissioned;**
  3. **Your name exactly as it appears on the bond and the application form;**
  4. **The expiration date of your commission; and**
  5. **The Great Seal of Arizona.**

FOR QUESTIONS REGARDING THESE PROCEDURES, CALL THE SECRETARY OF STATE'S OFFICE (602) 542-4758



**State of Arizona Application for Notary Public Commission**  
**Mail To (And Checks Payable To): Arizona Secretary of State**  
**Attn: Notary Department**  
**1700 W. Washington Street, 7th Floor**  
**Phoenix, Arizona 85007**

APPLICATION FEE \$25.00  
 BOND FILING FEE \$18.00  
 TOTAL FILING FEE \$43.00

SEE INSTRUCTIONS FOR COMPLETE DETAILS OR VISIT OUR WEBSITE AT [WWW.AZSOS.GOV/BUSINESS\\_SERVICES/NOTARY](http://WWW.AZSOS.GOV/BUSINESS_SERVICES/NOTARY) OR CONTACT A NOTARY REPRESENTATIVE AT 602-542-4758

Commission #: \_\_\_\_\_

This form must be written legibly or computer generated. For your convenience, this form has been designed to be filled out and printed online at the website referenced above.

BE AWARE THAT YOU CANNOT NOTARIZE DOCUMENTS UNTIL THE SECRETARY OF STATE SENDS YOU A COMMISSION CERTIFICATE.

- Check One**     **New Appointment**  
 **Reappointment (if your name has changed since your last application, identify on the line below the exact name you used on that prior application.)**

**THIS APPLICATION IS A LEGAL DOCUMENT**

Last Name		First Name		Middle (IF USED)	
Mailing Address (THIS IS WHERE YOUR CERTIFICATE WILL BE SENT)		City	State	Zip Code	
Home (Physical) Address		City	State	Zip Code	
County of Residence	Your social security number	Home Phone (include area code)			
Business Name					
Business Address (REQUIRED AND IS A PUBLIC RECORD)		City	State	Zip Code	
Business Phone (include area code)	Fax # (include area code)	Email Address		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Please answer the following questions.				YES	NO
1. Have you ever been convicted of a felony OR a lesser offense involving moral turpitude of a nature that is incompatible with the duties of a notary public? If the answer to #1 is "Yes," have you had your civil right restored? <b>If "yes", you MUST provide proof of the restoration of your civil rights AND documentation regarding the nature of your conviction and/or offense.</b>				<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever had a professional license revoked, suspended, restricted, or denied for misconduct, dishonesty, or any cause that substantially relates to the duties or responsibilities of a notary public? If yes, please explain on a separate sheet of paper.				<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever had a notary commission revoked, suspended, restricted, or denied in this state or any other jurisdiction? If yes, please explain on a separate sheet of paper.				<input type="checkbox"/>	<input type="checkbox"/>
4. Are you 18 years of age or older?				<input type="checkbox"/>	<input type="checkbox"/>
5. Are you a citizen or a legal permanent resident of the United States?				<input type="checkbox"/>	<input type="checkbox"/>
6. Do you claim Arizona as your primary residence for state and federal tax purposes?				<input type="checkbox"/>	<input type="checkbox"/>
7. Have you been commissioned as a notary public in any other state or jurisdiction? (If "yes", please specify the location(s) to the right:				<input type="checkbox"/>	<input type="checkbox"/>
8. Are you bilingual? (If "yes", please list the language(s)).				<input type="checkbox"/>	<input type="checkbox"/>

**OFFICE OF THE SECRETARY OF STATE**

I, \_\_\_\_\_, solemnly affirm, under penalty of perjury, that the answers to all questions (PLEASE PRINT YOUR NAME AS PRINTED ABOVE) on this application are true, complete, and correct; that I have carefully read and understand the notary law (Title 41, Chapter 2, Article 2) of this State; and that, if appointed and commissioned as a notary public, I will perform faithfully, to the best of my ability, all notarial acts in accordance with Arizona notary law. (**Please note** that your **NAME MUST BE PRINTED AND SIGNED the SAME on this APPLICATION** as it is on your **BOND.**)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date