

MICHIGAN NOTARY PUBLIC

APPLICATION and INSTRUCTIONS

The application process for becoming a Michigan Notary Public involves several steps. Carefully review the instructions throughout this document to ensure successful and timely completion. For assistance, email us at MDOS-Notary@Michigan.gov.

Step by Step:

1. Fill out the application **clearly** and **completely**.
 - Use None or N/A if not applicable.
 - Use zeros for Phone numbers or Business zip code if not applicable.
2. Obtain A \$10,000.00 [surety bond](#) written for a term of six or seven years through a Michigan licensed insurance company.
3. Take the surety bond and completed application to the [county clerk's](#) office. (For a \$10.00-\$20.00 fee the Clerk will file your bond, administer an Oath and return the application to you).
4. Mail the original completed application and the \$10.00 filing fee to this office using address below; checks made payable to **State of Michigan**.
5. Look for the commission card and certificate in your email. Allow 4-6 weeks for processing. Please check all spam folders.
6. Check the status of your appointment on our [website](#). Bookmark this site to visit later. (Note, **Do not** perform notarial acts until you are listed as "Active" on this website or you have received your commission information!)



IMPORTANT!

- ✓ Don't forget the \$10.00 filing fee in your mailing payable to the State of Michigan.
- ✓ Mail the completed application and filing fee to:

Office of the Great Seal
7064 Crowner Drive
Lansing, Michigan 48918

[Website](#)

Email: MDOS-Notary@Michigan.gov



County Seal

MICHIGAN DEPARTMENT OF STATE
OFFICE OF THE GREAT SEAL

For County/Office Use Only

Form for County/Office Use Only containing fields for Date of oath and bond, Oath administered by, and bond filed with, County name, and a checkbox for Attorney.

APPLICATION FOR NOTARY COMMISSION AND ATTORNEY REAPPOINTMENT

Use "none or "N/A" if applicable. Incomplete and/or illegible applications may be returned. NON-REFUNDABLE FILING FEE: \$10

*Are you are a resident of Michigan? Yes No

Main application form with fields for Full Name, Driver's License or Personal ID #, State, County of Residence, Date of Birth, E-mail Address, County of Business, Residential Address, Business Address, Telephone Numbers, and Licensed Attorney information.

YES NO

HISTORY

Within the last 10 years, have you been convicted of a felony or misdemeanor (including any time served/fees paid)?

Do you hold or have ever held a notary public commission in this or any other state:

If yes, indicate State: Michigan or State of

Have you ever had a notary commission in this or any other state? revoked suspended cancelled

If yes, please explain below:

YES NO

ELECTRONIC AND REMOTE NOTARY

Will you be performing electronic notarial acts?

If "Yes," identify the approved system you intend to use:

Will you be performing remote notarial acts?

If "Yes," identify the approved system you intend to use:

I hereby certify that I am 18 years of age or older; a resident of Michigan or maintain a principal place of business in Michigan; am a U.S. citizen or possess proof of legal presence; am able to read and write in the English language; am not currently incarcerated in a correctional facility or have served time during the immediate past ten years for a felony or misdemeanor offense in any state. I solemnly affirm, under the penalty of perjury, that the information provided in this application is true, complete, and correct; that I have carefully read the notary laws of Michigan; 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 the law. I understand that all information contained on this application is subject to disclosure under the Freedom of Information Act, 1976 PA 442, MCL 15.231, et seq. I am enclosing the \$10.00 non-refundable application processing fee. Checks made payable to State of Michigan. If I am a licensed attorney, I certify that I am in good standing with the State Bar of Michigan.

COMMISSION NAME:

I have printed/typed my name as I wish to be commissioned. I understand that my name must appear exactly as I have printed/typed it above for all notarizations for the duration of this commission.

SIGNATURE:

Sign your name as it will appear on all documents you notarize. I understand that my signature must appear exactly as I have signed it above for all notarizations for the duration of this commission.