

# 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](mailto: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](mailto:MDOS-Notary@Michigan.gov)



County Seal

MICHIGAN DEPARTMENT OF STATE
OFFICE OF THE GREAT SEAL

For County/Office Use Only
Date of oath and bond:
Oath administered by, and bond filed with:
County name:

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

\*Full Name (first/middle/last): (Must match your State driver's license or ID card)
\*Driver's License or Personal ID #
\*State
\*County of Residence
\*Please indicate any previous and/or alias names.
\*Date of Birth (mm/dd/yyyy)
\*E-mail Address
\*County of Business (Non-Michigan Residents Only)
\*Residential Address (Must match license or ID card - include PO boxes, lot and Apt #'s)
\*City
\*State
\*Zip Code
\*Business Address
\*City
\*State
\*Zip Code
\*Residence Telephone Number
\*Business Telephone Number
\*Licensed Attorney in Michigan, enter State Bar number or if not licensed attorney write "N/A" P\_

HISTORY
YES NO
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:

ELECTRONIC AND REMOTE NOTARY
YES NO
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.