



State of Arizona
Notary Public Application Instructions

Arizona Secretary of State Ken Bennett

Business Services, Notary Section

1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007-2888

(602) 542-6187 (800) 458-5842 (within Arizona)

Website: www.azsos.gov

NOTARIES ARE REQUIRED TO
HAVE AN
**ARIZONA NOTARY PUBLIC
REFERENCE MANUAL.**
TO OBTAIN ONE, CALL
(602) 542-4758.

REV. 08/05/11

Please Note: The notary commission application process takes approximately three weeks.
Questions? Call the Secretary of State's Office, Notary Section at (602) 542-4758.

TO QUALIFY FOR AN ARIZONA NOTARY PUBLIC COMMISSION, YOU:

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| <ul style="list-style-type: none">▪ Must be at least 18 years of age▪ Must be a citizen or a legal permanent resident of the U.S.▪ Must NOT have a conviction for a felony UNLESS your civil rights have been restored, or a conviction of a lesser offense involving moral turpitude or of a nature that is incompatible with the duties of a notary public. | <ul style="list-style-type: none">▪ Must be an Arizona Resident for income tax purposes▪ If you have had a professional license revoked or suspended for misconduct or dishonesty or any cause that substantially relates to the duties or responsibilities of a notary public, or if you have had your notary commission revoked or suspended, the Secretary of State may refuse to grant you a commission. |
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Do Not Apply if You Fail to Meet Any of the Requirements Listed Above.

Before proceeding, you must obtain and read the *Arizona Notary Public Reference Manual*, available on our website www.azsos.gov.

PROCEDURE TO APPLY FOR AN ARIZONA NOTARY PUBLIC COMMISSION

STEP 1. Complete the Notary Public Application

Applications are available in the *Arizona Notary Public Reference Manual* or online at www.azsos.gov. The online application can be filled out electronically on a computer and printed out. While preparing the application:

- Print and sign your name EXACTLY as you want your notary commission to be issued.
- Include 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 blanks** on the form. If a field is not applicable, your response may be "n/a" unless a field is "required".
- The signature on the application must be an ORIGINAL.

LIST A: Additional Evidence of U.S. Citizenship, U.S. National Status [A.R.S. §§ 1-502, 41-1080 & 41-312(E)(2)]:

If you are unable to provide a copy of your AZ DL or AZ ID card, you may include a copy of one of the following:

1. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
2. A United States certificate of birth abroad.
3. A United States Passport.
4. A foreign passport with a United States visa.
5. An I-94 form with a photograph.
6. A United States citizenship and immigration services employment authorization document or refugee travel document.
7. A United States certificate of naturalization.
8. A United States certificate of citizenship.
9. A tribal certificate of Indian blood.
10. A tribal or bureau of Indian affairs affidavit of birth.

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

Consult your local phone book for a list of insurance agents who supply bonds. You may also wish to contact your insurance agent to see if he or she offers notary bonds. While requesting and preparing a bond:

- 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 BEFORE the commission is initiated.
- The expiration date of the bond **is always four years later and one day less than the effective date.**
- Your signature must be properly notarized and sealed with an ink notary seal. Because the bond is a "jurat" there can be no blanks.
- The bond must be countersigned by the authorized bonding company agent in two places on the bond form.
- The Notary on the bond cannot be named in the bond anywhere other than as the Notary Public.

STEP 3. Filing Procedure

1. Submit the following to the Secretary of State's Office via mail or walk in. See addresses listed at the top of the application:

- Include the ORIGINAL application with an ORIGINAL signature.
- Include an ORIGINAL notarized bond with ORIGINAL signatures.
- Include a copy of your AZ DL or AZ ID or any item listed in List A as proof of U.S. Citizenship or U.S. National Status.
- Prepare 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 an additional \$25.00 expedite fee. Expedite processing times vary with a 24-48 hour turnaround standard depending on volume of requests. 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. Once received:

- Order a rubber notary seal (stamp) from a stationery store, office supply, or insurance company. These vendors can be found in the phone book. 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. Your commission expiration date; and
 5. The Great Seal of Arizona.