



**Notary Public Application**  
 Jesse White — Illinois Secretary of State

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Enclose \$10 fee payable to Secretary of State. Return completed form to: Secretary of State Index Department, 111 E. Monroe, Springfield, IL 62756.

Last Name:		First Name:		Middle Name or Initial:	
Business Address (P.O. Box not acceptable):					
Street:		City:		State:	ZIP Code:
Name of Employer:			Driver's License or State Identification Card Number (attach a photocopy):		
Business Phone:		Date of Birth:	Applying for: <input type="checkbox"/> <b>New Commission</b> <input type="checkbox"/> <b>Renewal of Commission</b>		
				Current Expiration Date: _____ Commission Number: _____	
Email Address:		Home Phone:		County of Residence:	
Current Home Address (P.O. Box not acceptable):					
Street:		City:		State:	ZIP Code:
Has your name, address or county changed since your last commission? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If, yes, give previous name, address and/or county: _____					

<b>NOTARIAL OATH</b>		State of Illinois, County of _____	
1. I am a U.S. citizen or an alien admitted for permanent residence.	2. I have been a resident of Illinois for at least 30 days.	3. I am age 18 or older.	4. I have never been convicted of a felony.
			5. I am able to read and write the English language.
			6. I have never had a notary public commission revoked.
I do solemnly affirm, under the penalty of perjury, that the answers to all statements on this application are true, complete and correct; that I have carefully read the notary law of the State of Illinois; 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. Further, my signature below authorizes the Office of the Secretary of State to conduct a background verification to confirm the assertions and information provided herein.			
Printed Name as you want Commissioned: _____		<b>AFFIX NOTARY SEAL HERE</b>	
Signature as you want to be Commissioned: _____			
Notary Public Signature: _____			
Witnessed and Affirmed this _____ day of _____, 20 _____			

<b>NOTARY PUBLIC BOND</b>	
THIS BOND MUST BE WRITTEN BY A COMPANY QUALIFIED WITH THE ILLINOIS DEPARTMENT OF INSURANCE TO WRITE SURETY BONDS IN THE STATE OF ILLINOIS. The Office of the Secretary of State does not recommend any particular bonding or insurance company.	
Know all by these presents that we _____ as principal/applicant and _____ are held firmly bound unto the People of the State of Illinois, in the penal sum of FIVE THOUSAND DOLLARS (\$5,000), for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators and assigns jointly and severally, firmly by these presents.	
THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT, whereas, the above bound principal/applicant has applied for appointment by the Secretary of State of the State of Illinois as a Notary Public for a four-year term.	
Now, if said principal/applicant shall truly and faithfully perform and discharge the duties of said office of Notary Public, in all things according to law, then the above obligation to be null and void, otherwise to remain in full force and virtue in law. The term of this bond is from the effective date of the principals's/applicant's commission to the expiration date of the same.	
X _____ Signature of Principal/Notary Public Applicant	X _____ Signature of Authorized Representative of Surety Company
<b>BOND NUMBER</b>	<b>AFFIX CORPORATE SEAL HERE</b>

# Instruction to complete the Illinois Notary Application

## FAST APPROVAL



Return to: **AAN**

**P.O. BOX 630601, Houston, Texas 77263**

First & last name must match the name on your driver's license. Use of middle name is optional.

Your home address must match the address listed on your driver's license, unless you have updated it on the SOS website.

Your signature and your name must read the same. You can use "initial" as your first name on this section, but you cannot abbreviate or use a nickname. For example "John Doe" can apply as "J. Doe" and must sign as "J. Doe".

Notary Public Application			
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Enclose \$10 fee payable to Secretary of State. Return completed form to: Secretary of State Index Department, 111 E. Monroe, Springfield, IL 62756.			
Last Name: <b>DOE</b>	First Name: <b>JOHN</b>	Middle Name or Initial: <b>OPTIONAL</b>	
Business Address (P.O. Box not acceptable): Street: <b>N/A</b>		City: <b>N/A</b>	State: <b>N/A</b>   ZIP Code: <b>N/A</b>
Name of Employer: <b>SELF-EMPLOYED OR N/A</b>	Driver's License or State Identification Card Number (attach a photocopy):		
Business Phone: <b>N/A</b>	Date of Birth:	Applying for: <input type="checkbox"/> New Commission <input type="checkbox"/> Renewal of Commission	
Email Address:		Current Expiration Date: _____ Commission Number: _____	
Home Phone:		County of Residence:	
Current Home Address (P.O. Box not acceptable): Street:		City:	State: _____   ZIP Code: _____
Has your name, address or county changed since your last commission? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If, yes, give previous name, address and/or county: _____			
<b>NOTARIAL OATH</b>		State of Illinois, County of _____	
1. I am a U.S. citizen or an alien admitted for permanent residence.      4. I have never been convicted of a felony. 2. I have been a resident of Illinois for at least 30 days.                      5. I am able to read and write the English language. 3. I am age 18 or older.    6. I have never had a notary public commission revoked.			
I do solemnly affirm, under the penalty of perjury, that the answers to all statements on this application are true, complete and correct; that I have carefully read the notary law of the State of Illinois; 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. Further, my signature below authorizes the Office of the Secretary of State to conduct a background verification to confirm the assertions and information provided herein.			
Printed Name as you want Commissioned: <b>J. DOE</b>		AFFIX NOTARY SEAL HERE 	
Signature as you want to be Commissioned: <i>J. Doe Signature</i>			
Notary Public Signature: _____			
Witnessed and Affirmed this _____ day of _____, 20____			
<b>NOTARY PUBLIC BOND</b>			
THIS BOND MUST BE WRITTEN BY A COMPANY QUALIFIED WITH THE ILLINOIS DEPARTMENT OF INSURANCE TO WRITE SURETY BONDS IN THE STATE OF ILLINOIS. The Office of the Secretary of State does not recommend any particular bonding or insurance company.			
Know all by these presents that we _____ as principal/applicant and _____ are held firmly to answer the People of the State of Illinois, in the penal sum of FIVE THOUSAND DOLLARS (\$5,000), for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators and assigns jointly and severally, firmly by these presents.			
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X _____ Signature of Principal/Notary Public Applicant	X _____ Signature of Authorized Representative of Surety Company		
BOND NUMBER		AFFIX CORPORATE SEAL HERE	

Do not leave any blank spaces. Write N/A if the field does not apply. For example write N/A if your are unemployed.

Attach a legible copy of your driver's license or state-issued ID. (The state will reject applications with an illegible copy of an ID)

Enter the county where you reside, not where you are employed.

This section, the "Notarial Oath", must be completed by a notary. Sign the section in front of a notary and return to AAN.

These sections, will be completed by the American Association of Notaries (AAN).



Bonds and errors and omissions insurance policies provided by this insurance agency, American Association of Notaries, Inc., are underwritten by Western Surety Company (established 1900).

American Association of Notaries is owned by Kal Tabbara, a licensed insurance agent in Illinois.

**American Association of Notaries® • P.O. Box 630601, Houston, TX 77263**  
**1-800-721-2663 • fax 1-800-721-2664 • www.illinoisnotary.com • sales@usnotaries.com**

