

**OKLAHOMA APPLICATION  
FOR  
NOTARY PUBLIC COMMISSION**

**Fees:**

<b>New</b>	<b>\$25.00</b>
<b>Renewal</b>	<b>\$20.00</b>
<b>Expired</b>	<b>\$25.00</b>

**(Please read instructions before completing the form)**

<b>Secretary of State, 2300 N. Lincoln Boulevard, Ste. 101, Oklahoma City, OK 73105-4897</b>
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1. \_\_\_\_\_  
Name (type or print your name **EXACTLY** as you will sign documents as a notary public)

2. \_\_\_\_\_  
Resident Street Address                      City                      State                      Zip Code                      County

3. Are you a resident of Oklahoma?  yes                       no  
If a **non-resident**, list the street address of your employment in Oklahoma:

\_\_\_\_\_  
Employment Street Address (non-residents only)                      City                      Zip Code                      County

4. \_\_\_\_\_  
E-mail Address (optional)                      Daytime Telephone (include area code)

5. Have you ever been an Oklahoma Notary?  yes                       no  
If "Yes", list the expiration date of your present commission & commission number: \_\_\_\_\_  
Previous commission name if your present name has changed (example: due to marriage etc.):  
\_\_\_\_\_

6. Are you 18 years of age or older and a citizens of the United States?  yes                       no

7. Have you been convicted of a felony?  yes                       no

I, the undersigned, hereby apply for appointment as a notary public in and for the State of Oklahoma,  
and further state the information contained in this application is true and correct.

\_\_\_\_\_  
(Sign your name **EXACTLY** as you will sign documents as a notary public)

# Instructions for Completing the Oklahoma Application for Notary Public Commission

## Filing Procedure:

1. Print or type information clearly. Illegible applications or applications completed in pencil will be rejected.
2. Pay to the Secretary of State a filing fee of \$25.00 (new or expired commission) or \$20.00 (renewal commission).  
Make checks or money orders payable to the Secretary of State.
3. Applications may be mailed or delivered in person to:

Secretary of State  
2300 N. Lincoln Boulevard, Room 101  
Oklahoma City, OK 73105-4897

Questions should be directed to the Notary Department at (405) 521-2516. Additional applications may be obtained from our website at [www.sos.state.ok.us](http://www.sos.state.ok.us) or by calling (405) 521-3911.

## Instructions for Completing Application:

**Name** - Type or print your name exactly as you will sign documents as a notary public. The typed or printed name must contain, at a minimum, your first name or initial and last name.

**Resident Address** – The street address, city, state, zip code and county of your residence must be provided. If you do not have a street address, a route number is acceptable. P. O. Boxes are NOT acceptable. If you have neither a street address nor route number, provide directions to your residence.

**Oklahoma Non-resident** - A notary public must either be a legal resident of Oklahoma or if a non-resident, be employed in this state. If you are NOT a resident of Oklahoma, the street address, city, zip code and county of your employment in Oklahoma must be provided. P. O. Boxes are NOT acceptable.

**E-Mail Address** – This address is optional and will be used to notify you when it's time to renew.

**Telephone Number** – Provide your daytime telephone number including area code.

**Prior Commission** – If you are currently or have previously been commissioned as a notary public, provide the expiration date of your last commission and your present commission number. If your name has changed since the last time your commission was issued, list your previous name.

**Age Requirement** - A notary public must be at least 18 years of age or older.

**Citizen Requirement** - A notary public must be a United States Citizen.

**Felony Conviction** – A felony conviction shall be grounds for removal of a person from the office of notary public. If you have been convicted of a felony you should not apply for appointment as an Oklahoma notary public.

**Signature** - Sign your name exactly as you will sign documents as a notary public. Your signature must be identical to the name provided in section 1 of the application.

## Additional Information:

Your application for appointment as a notary public will be reviewed for completeness. Once the application is approved, your commission will be mailed to you along with a Notary Guide and a blank bond form containing both an oath of office and loyalty oath. Your commission will be valid for four years. If corrections are needed, the application will be returned along with a letter of explanation. Upon receipt of your commission, a notary seal will need to be purchased and a \$1,000.00 surety bond obtained.

**Seal** - The seal may be an embosser seal or a rubber stamp. The commission expiration date and commission number may be a part of the seal/stamp. The notary seal must contain your name and the words State of Oklahoma and Notary Public. A seal may be purchased from any business that makes stamps and/or seals. The Oklahoma Secretary of State does not provide notary stamps or seals.

**Bond** - After the purchase of a notary seal or stamp, a \$1,000.00 surety bond will need to be obtained. The bond must be valid for the same four-year term as your commission. A bond may be purchased from any insurance agency or bonding company or you may use individual sureties. The completed surety bond, oath of office and loyalty oath are filed with the Secretary of State. The filing fee, payable to the Secretary of State, is \$10.00. Filing questions about the notary bond should be directed to the Secretary of State's office.



# ORDER FORM (All States)



## American Association of Notaries

8811 Westheimer, Suite 207, Houston, TX 77063

Phone Number 1-800-721-2663 Facsimile 1-800-721-2664

### 4 Easy Ways To Order:

**By Phone:**  
1-800-721-2663

**By Internet:**  
www.usnotaries.com

**By Mail:**  
American Association of Notaries  
PO Box 630601 Houston, TX 77263

**Office Hours: 9am - 5pm CST**  
 **By Fax:**  
1-800-721-2664

So that we may process your order promptly, please provide us with a copy of your notary commission certificate. **Use a work street address for faster delivery and tracking service by UPS.** For fastest service, order online, or fax or call your orders in. Most orders placed by noon (Central Time) during our normal business hours will be shipped on the next business day. Allow 2-4 working days for UPS delivery.

Name as it appears on your commission certificate\*

County Name (If Applicable) \_\_\_\_\_

Commission or Appointment # \_\_\_\_\_

Commission expiration date (mm/dd/yyyy): \_\_\_\_\_

\*New applicants: Enter your name as on notary application. Leave exp. date & comm. no. blank.

### Shipping Address

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number ( \_\_\_\_ ) \_\_\_\_\_

**Refund Policy:** Requests for refunds on all incomplete orders must be in writing.

### Form of Payment

Mail To: PO BOX 630601, Houston, TX 77263

Check enclosed payable to: **American Association of Notaries**

**Check No.** \_\_\_\_\_

Please charge my credit card account:



Account Number

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Expiration Date: \_\_\_\_\_

Customer Signature \_\_\_\_\_

**Billing Address** (Leave blank if same as shipping)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type in any special instructions regarding shipping, stamp manufacturing, or other special needs**

ITEM #	QUANTITY	PRODUCT DESCRIPTION (Include color choices for stamp ink and cases where applicable)	PRICE	TOTAL
OKNPB	1	Year, \$1,000 Oklahoma Notary Bond with \$5,000 E/O Insurance	\$30.00	
Filing Fee	1	New Applicant	\$25.00	} <b>Select One</b>
Filing Fee	1	Renewal Applicant	\$20.00	
OKPKG1	1	Oklahoma Value Package I	\$24.95	

California/Oregon notaries - Mail original "Certificate of Authorization" with your order.  
 Georgia notaries - Mail duplicate of "Commission Certificate" with your order.  
 North Dakota notaries - Request "Certificate of Authorization" from the Secretary of State's Office. Mail original with order.  
 Nevada notaries - Mail original or certified copy of the "Certificate of Appointment".  
 Utah notaries - Attach a photocopy of your notary commission to a notarized declaration as stated in Utah code section 46-1-17.

**Subtotal** \$ \_\_\_\_\_  
**U.P.S. Shipping** \$ **5.95**  
**TOTAL** \$ \_\_\_\_\_