

**Instructions for Completing the Oklahoma Application for
Notary Public Commission
(Please read carefully)**

Filing Procedure:

1. Print or type information clearly. Illegible applications or applications completed in pencil will be rejected.
2. Pay a filing fee of **\$25.00** for a **new** commission and **\$20.00** for a **renewal** commission. Make checks or money orders payable to the Secretary of State.
3. Mail or deliver applications **and** payment to:
Secretary of State
421 N.W. 13th Street, Suite 210
Oklahoma City, OK 73103
4. Questions should be directed to the Notary Department at (405) 521-2516.
5. Additional applications may be obtained at www.sos.ok.gov or by calling (405) 521-3912.

Legal Requirements to Be Commissioned an Oklahoma Notary Public:

1. **Age Requirement** - A notary public must be at least 18 years of age or older.
2. **No Felony Conviction** - A felony conviction is 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.
3. **English Language** - A notary public must be able to read and write in English.

Instructions for Completing Application:

1. **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 first initial of your first name, and your last name.
2. **Current or Prior Commission** - If you are currently or have previously been commissioned as a notary public, provide the number and expiration date of your current or last commission. A commission may **NOT** be renewed earlier than 6 weeks prior to the expiration date.
3. **Former Name(s)** - If your name has changed since the last time your commission was issued, list your previous name(s).
4. **Resident Address** - Enter the street address, city, state, zip code and county of your residence. If you do not have a street address, a route number is acceptable. However, P.O. Boxes are **NOT** acceptable. If you do not have a street address or route number, provide directions to your residence.
5. **Oklahoma Non-Resident** - A notary public must either be a legal resident of Oklahoma or a non-resident employed in this state. If you are **NOT** a resident of Oklahoma, you must provide the street address, city, zip code, and county of your place of employment in Oklahoma. P. O. Boxes are **NOT** acceptable.
6. **E-Mail Address** - Your valid email address is required by law.
7. **Telephone Number** - Enter your daytime telephone number, including area code.
8. **Signature** - Sign your name **exactly** as you will sign documents as a notary public. Your signature must be identical to the name provided in Item 1.

IMPORTANT ADDITIONAL INFORMATION:

Your application for appointment as a notary public will be reviewed for completeness. If your application requires corrections, it will be returned to you along with a letter of explanation. If the application is approved, your commission will be mailed to you. Your commission will be valid for four years. **Upon receipt of your commission, you must purchase a notary seal and a \$1,000.00 surety bond, and file them with the Secretary of State.**

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

Bond - After purchasing your notary seal or stamp, you must obtain a \$1,000.00 surety bond. A bond may be purchased from any insurance agency or bonding company, or you may use individual sureties. The bond must commence on the date it is issued and terminate on the expiration date of your commission. Your surety bond, oath of office, loyalty oath, official signature, and impression of your official notary seal **must be filed with the Secretary of State within sixty (60) days after the date your commission is issued.** The filing fee, payable to the Secretary of State, is **\$10.00.**

A notary public shall NOT perform any notarial act until his or her bond, official seal, oath of office, and loyalty oath have been received and approved by the Secretary of State.



OKLAHOMA APPLICATION FOR NOTARY PUBLIC COMMISSION

Application Fees (You <u>must</u> check one):			
<input type="checkbox"/>	New	\$25.00	
<input type="checkbox"/>	Renewal	\$20.00	Note: A commission cannot be renewed earlier than 6 weeks prior to its expiration date.
<input type="checkbox"/>	Expired	Note: If your commission has expired, your application must be processed as "new." You will be issued a new commission number and expiration date.	

Please read instructions carefully before completing this application.

Expedite processing your commission by filing online at www.sos.ok.gov/notary.

Secretary of State, 421 N.W. 13th St., Suite 210, Oklahoma City, OK 73103

1. _____
Name (Type or print your name **EXACTLY** as you will sign documents as a notary public.)

2. Have you ever been commissioned as an Oklahoma Notary Public? YES NO
If "yes", complete the following:

_____	_____	_____
Name on Most Recent Commission	Commission Number	Commission Expiration Date

3. List former name(s), if any (e.g. name changed due to marriage, etc.): _____

4. _____
Resident Street Address (P.O. Boxes are not acceptable.) City State County Zip Code

5. Are you a resident of Oklahoma? yes no

If you are a **non-resident** of Oklahoma, you must list the street address of your place of employment in Oklahoma:

_____	OK	_____	_____
Employment Street Address (P.O. Boxes are not acceptable.)	City	County	Zip Code

6. Applicant's Email Address (**required**): _____

7. Applicant's Daytime Telephone (**required**): _____ ()

8. I, the undersigned notary applicant, declare the following statements to be true:

- a. I am 18 years of age or older; and
- b. I have never been convicted of a felony; and
- c. I am able to read and write in English.

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. Your signature must match the name you have listed in Item 1 of this application.)



ORDER FORM (All States)



American Association of Notaries

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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	4-Years, \$1,000 Oklahoma Notary Bond with \$5,000 E/O Insurance	\$30.00	
Filing Fee	1	New Applicant	\$25.00	} Select One
Filing Fee	1	Renewal Applicant	\$20.00	
OKPKG1	1	Oklahoma Value Package I	\$12.95	
OKPKG1II:	1	Oklahoma Value Package II	\$12.95	

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 \$ _____