



# OFFICE OF THE SECRETARY OF STATE

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JESSE WHITE • Secretary of State

## Non-resident Notary Public Application Checklist

Following is a checklist for use in completing the Non-resident Notary Public Application and surety bond.

- To become a non-resident notary public, you must be a resident of a qualifying bordering state, which includes Iowa, Kentucky, Missouri and Wisconsin. Out-of-state residents are commissioned in the county in which they are employed.
- Non-resident notary publics are appointed through the Secretary of State's Index Department. Your official commission date is assigned by this office, not the insurance company or surety bonding company that has underwritten your surety bond.
- There is a **\$10** filing fee for appointment and commission for each notary public. Make the check or money order payable to **Secretary of State**. Checks that have been altered, i.e. usage of correction fluid, or that are unsigned are unacceptable. VISA, Mastercard and Discover cards also are accepted.
- Each Non-resident Notary Public Application must include a **one-year \$5,000 Illinois Notary Public Bond** issued by a company qualified to write surety bonds in Illinois. This office does not accept the Public Official Bond or Errors and Omissions Policy. The surety bonding company's **corporate seal** must accompany the **signature of an officer or authorized representative**.
- Each Non-resident Notary Public Application must include a **legible photocopy of your driver's license or state ID card**. *Failure to provide a legible copy will result in rejection of your application.*
- **The Name and Signature of the Applicant** must read exactly the same and be notarized by **another** current Illinois notary public, including a valid rubber stamp seal. **You cannot notarize your own signature.**
- You must sign as **Signature of Principal/Applicant on the bond**. This office accepts only applications and surety bonds with an **original signature**.
- The office of the county clerk in the county where you are employed will contact you upon receipt of your commission. Failure to register with the county will result in cancellation of your commission.

It is your responsibility to review the *Illinois Notary Public Handbook*. Notary public appointments are public records and available to any interested person for examination and copying. If you have any questions or need additional assistance, please call 217-782-7017.



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## Secretary of State Index Department

### Notary Public - Credit Card Transaction Form

Notary Public Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Check one:**  VISA  Discover  MasterCard

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of authorized representative of credit card: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorized signature of representative of credit card: (Must be included in order to process.)

\_\_\_\_\_

**NOTE: A \$2 fee will be charged for each credit card transaction by the credit card company for the service.**