



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:

- 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.
- 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.

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.



State of Arizona
Notary Public Commission Application
Mail to: Arizona Secretary of State Ken Bennett
 Attention: Business Services, Notary Department
 1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007-2808
 (602) 542-6187 (800) 458-5842 (within Arizona)
 Website: www.azsos.gov

DO NOT WRITE IN THIS SPACE

Please Note: The notary commission application process takes about three weeks. Applicants must purchase a Notary Bond BEFORE submitting this application. Notary Public Application Instructions are available online at www.azsos.gov.

FOR OFFICE USE ONLY – REV. 09/06/11

THIS COMMISSION & RENEWAL APPLICATION IS A LEGAL DOCUMENT

<p>About this application Use this form to apply or renew a Notary Public Commission. The applicant's name on this form must EXACTLY match the name on the notary bond. How to complete this form Before proceeding, please read the Notary Public Application Instructions. Print clearly or computer generate this form online.</p>	<p>File by mail to the address above, or return in person: PHOENIX - State Capitol TUCSON - Arizona State Executive Tower Complex Building 1700 W. Washington Street 400 W. Congress First Floor, Room 103 Second Floor, Room 252 Office Hours: Monday through Friday, 8 a.m. to 5 p.m. except state holidays.</p>
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1. APPOINTMENT TYPE Check One **New Appointment** **Renewal/Reappointment**

If your surname has changed and you are reapplying identify in the space provided the exact name you used on your last application. Refer to the information on your commission certificate. If you only want to change the surname on your commission, use the "Notary Public Address/Name Change Form"

Previous First Name	Previous Last Name	Previous Middle Name (IF USED)
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2. APPLICANT INFORMATION

Last Name		First Name		Middle (IF USED)	
Mailing Address - <i>This is where your certificate will be mailed</i>			City	State	Zip Code
Home (Physical) Address			City	State	Zip Code
Applicant Social Security #	**AZ DL/ID #	Issue & Exp Date	Home Telephone # ()	Gender M / F	Date of Birth / /
County of Residence <input type="checkbox"/> Apache <input type="checkbox"/> Cochise <input type="checkbox"/> Coconino <input type="checkbox"/> Gila <input type="checkbox"/> Graham <input type="checkbox"/> Greenlee <input type="checkbox"/> La Paz <input type="checkbox"/> Maricopa <i>Check one</i> <input type="checkbox"/> Mohave <input type="checkbox"/> Navajo <input type="checkbox"/> Pima <input type="checkbox"/> Pinal <input type="checkbox"/> Santa Cruz <input type="checkbox"/> Yavapai <input type="checkbox"/> Yuma					

3. BUSINESS/EMPLOYER INFORMATION

Business/Employer Name			
Address (REQUIRED FIELD, Business/Employer address is public record)		City	State Zip Code
Telephone Number (Include area code)	Fax Number (Include area code)	E-mail Address	

4. DISCLOSURE

	YES	NO
a. Have you ever been convicted of a felony OR a lesser offense involving moral turpitude of a nature that is incompatible with the duties of a notary public?	<input type="checkbox"/>	<input type="checkbox"/>
If "YES" have you had your civil rights restored? If your rights have been restored you MUST provide and attach: court documentation that demonstrates the restoration of your civil rights; and a court or law enforcement issued document that refers to the nature of the original charges.	<input type="checkbox"/>	<input type="checkbox"/> n/a
b. Have you ever had a professional license revoked, suspended, restricted, or denied for misconduct, dishonesty, or any cause that substantially relates to the duties or responsibilities of a notary public? If yes, attach an explanation statement.	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you ever had a notary commission revoked, suspended, restricted, or denied in this state or any other jurisdiction? If yes, attach an explanation statement.	<input type="checkbox"/>	<input type="checkbox"/>
d. Are you 18 years of age or older?	<input type="checkbox"/>	<input type="checkbox"/>
e. Are you a citizen or a legal permanent resident of the United States? **	<input type="checkbox"/>	<input type="checkbox"/>
f. Do you claim Arizona as your primary residence for state and federal tax purposes?	<input type="checkbox"/>	<input type="checkbox"/>
g. Can you read and write English?	<input type="checkbox"/>	<input type="checkbox"/>
h. Have you been commissioned as a notary public in any other state or jurisdiction? <i>If "YES" please specify the jurisdiction(s)</i>	<input type="checkbox"/>	<input type="checkbox"/>
i. Will you be performing notarizations in languages other than English? <i>Note: You must be able to understand a language in order to perform notarizations in that language. This information will be public record.</i>	<input type="checkbox"/>	<input type="checkbox"/> n/a

5. APPLICANT ATTESTATION: OFFICE OF THE ARIZONA SECRETARY OF STATE

I, _____	solemnly affirm, under penalty of perjury, that the answers to all questions on this application and all copies of documents included with this application true, complete, unaltered and correct; that I have carefully read and understand the notary law (Title 41, Chapter 2, Article 2) of this State; 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 Arizona notary law.
Signature of Applicant (Sign as printed)	Date

** You **must** include a photocopy of your AZ DL or AZ ID. See **List A** in the Notary Public Application Instructions for a list of other documents that may be provided if you are unable to provide a copy of your AZ DL, or AZ ID.