

## Surety Bond Information

Applicants for a notary public commission are required to obtain a \$10,000 surety bond and file it at the office of the county clerk in the county where the applicant resides. The company from which you receive the surety bond must be licensed to do business in Michigan. Licensed attorneys are exempt from filing a surety bond; however, they must file an oath at the office of the county clerk in the county where the applicant resides.

**Out of state applicants** may be eligible for a Michigan notary public commission if they are required to perform notarial acts as defined in 2003 PA 238, as amended, MCL 55.265 (5)(d)(i) and demonstrates their principal place of business is in Michigan.

A link to licensed surety bond companies in Michigan is available at: [www.Michigan.gov/DIFS](http://www.Michigan.gov/DIFS). The cost of surety bonds varies — generally between \$50 and \$100.

A surety bond protects the public from a notaries public misconduct or negligence. A surety bond does not protect the notary public. “Liability” or “errors and omissions” insurance may be purchased to protect an individual notary.

## Oath of Office

The oath of office is an oral or written statement taken at the county clerk’s office when you file your bond or oath (licensed attorneys only). For Michigan residents, this must be in **your county of residence**. Out-

of-state applicants appear in the **county of their principal place of business in Michigan**. After the oath is administered, the clerk will attest to administering the oath and filing your bond by completing information at the top of the application. The clerk will return the application to you to mail to the Secretary of State for processing along with a \$10.00 processing fee.

## Length of Appointment

Notary public commissions expire not less than six (6) years and not more than seven (7) years from your next birthday at the time of commission issuance.

## Renewing Your Commission

There is no automatic renewal process. You must apply for a new commission when your current commission expires. It is your responsibility to apply for a new commission no more than 60 days prior to the expiration date of your present commission. If you are currently a licensed attorney in Michigan, you will receive a reappointment application form approximately 90 days prior to your commission expiration date.

## Further Information

For further information about the Michigan notary public program, please visit our Web site at: [www.Michigan.gov/sos](http://www.Michigan.gov/sos).

# Becoming a Michigan Notary Public



Office of the Great Seal  
Michigan Department of State



## The Role of the Michigan Notary Public

A notary public is an officer commissioned by the Secretary of State to serve as an unbiased and impartial witness. The most common function of the notary is to prevent fraud by attesting to the identity of a person signing a document. Notarization on a document certifies that the person whose signature is entered on the document appeared before the notary public, established his or her identity, and personally signed the document.

### Notary Responsibilities

Every citizen appointed as a notary public has a duty to learn and understand the notary laws. Michigan notaries public are required to conform to the Michigan Notary Public Act (2003 PA 238), as amended. The current law, with the latest amendments effective March 12, 2019, is available at the Michigan Legislature's Website, [www.legislature.mi.gov](http://www.legislature.mi.gov).

### Qualifications

To become commissioned as a Michigan notary public you must:

- Be at least 18 years old;
- Be a Michigan resident or maintain a place of business in Michigan;
- Be a U.S. citizen or possess proof of legal presence;
- Be able to read and write in the English language;

- Be a resident in the county in which you request appointment (or maintain a principal place of business if you are an out-of-state applicant);
- Be free of any felony convictions, misdemeanor convictions, or violations, as specified by law;
- Have filed with the appropriate county clerk a \$10,000 surety bond and taken the oath of office as prescribed by the State Constitution (licensed attorneys in Michigan are not required to file a surety bond);
- Sign a declaration that all the information on your application is correct, that you have read and understand the laws, and that you will perform all notarial acts faithfully; and
- Not be imprisoned in any state, county or federal correctional facility.

### How to Apply

1. Complete an Application for Michigan Notary Public Commission. This form is available from the Michigan Department of State Web site, [www.Michigan.gov/sos](http://www.Michigan.gov/sos), or from the county clerk. It is important that you print and sign the application **exactly** as your name will appear on the documents you notarize.
2. Obtain and file a \$10,000 surety bond with the county clerk (bonds are available through insurance agencies or bonding companies).

The nonrefundable fee for this filing at the county level is \$10.00 (with the exception of charter counties with a population of 2,000,000 or more, where the fee may be higher).

At the time of filing, the county clerk will also administer the oath of office, and verify that you have completed all the requirements.

3. Forward your completed application (along with a \$10.00 nonrefundable application processing fee) to the following address:

**Michigan Department of State  
Office of the Great Seal  
7064 Crowner Drive  
Lansing, MI 48918**

Send a check or money order payable to the "State of Michigan." Do not send cash.

4. If approved, your notary commission certificate (a blue, wallet-sized card) will be mailed directly to your residence address as indicated on the application form.

### Contact Us

**Michigan Department of State  
Office of the Great Seal  
Walk-in:** Richard H. Austin Building  
First Floor, Lansing, MI  
**Mail:** 7064 Crowner Drive  
Lansing, MI 48918  
**Phone:** (888) 767-6424  
Ask for Office of the Great Seal  
**Facsimile:** (517) 241-1820

SOS-425 (Rev. 02/19)