

# MICHIGAN NOTARY PUBLIC

## APPLICATION and INSTRUCTIONS

The application process for becoming a Michigan Notary Public involves several steps. Carefully review the instructions throughout this document to ensure successful and timely completion. For assistance, email us at [MDOS-Notary@Michigan.gov](mailto:MDOS-Notary@Michigan.gov).

Step by Step:

1. Fill out the application **clearly** and **completely**.
  - Use None or N/A if not applicable.
  - Use zeros for Phone numbers or Business zip code if not applicable.
2. Obtain A \$10,000.00 [surety bond](#) written for a term of six or seven years through a Michigan licensed insurance company.
3. Take the surety bond and completed application to the [county clerk's](#) office. (For a \$10.00-\$20.00 fee the Clerk will file your bond, administer an Oath and return the application to you).
4. Mail the original completed application and the \$10.00 filing fee to this office using address below; checks made payable to **State of Michigan**.
5. Look for the commission card and certificate in your email. Allow 4-6 weeks for processing. Please check all spam folders.
6. Check the status of your appointment on our [website](#). Bookmark this site to visit later. (Note, **Do not** perform notarial acts until you are listed as "Active" on this website or you have received your commission information!)



### IMPORTANT!

- ✓ Don't forget the \$10.00 filing fee in your mailing payable to the State of Michigan.
- ✓ Mail the completed application and filing fee to:

Office of the Great Seal  
7064 Crowner Drive  
Lansing, Michigan 48918

[Website](#)

Email: [MDOS-Notary@Michigan.gov](mailto:MDOS-Notary@Michigan.gov)



County Seal

MICHIGAN DEPARTMENT OF STATE
OFFICE OF THE GREAT SEAL

For Office Use Only

Form for office use containing fields for Date of oath and bond, Oath administered by, and bond filed with, County name, and a checkbox for Attorney.

APPLICATION FOR MICHIGAN NOTARY PUBLIC COMMISSION AND ATTORNEY REAPPOINTMENT

Use "none or "N/A" if applicable. Incomplete and/or illegible applications may be returned. NON-REFUNDABLE FILING FEE: \$10

\*Are you are a resident of Michigan? Yes No

Main application form with multiple rows and columns for personal and business information, including full name, driver's license, addresses, and telephone numbers.

YES NO

HISTORY

Within the last 10 years, have you been convicted of a felony or misdemeanor (including any time served/fees paid)?

Do you currently hold or have ever held a notary public commission in this or any other state:

If yes, indicate State: Michigan or State of

Have you ever had a notary commission in this or any other state? revoked suspended cancelled

If yes, please explain below:

I hereby certify that I am 18 years of age or older; a resident of Michigan or maintain a principal place of business in Michigan; am a U.S. citizen or possess proof of legal presence; am able to read and write in the English language; am not currently incarcerated in a correctional facility or have served time during the immediate past ten years for a felony or misdemeanor offense in any state. I solemnly affirm, under the penalty of perjury, that the information provided in this application is true, complete, and correct; that I have carefully read the notary laws of Michigan; 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 the law. I understand that all information contained on this application is subject to disclosure under the Freedom of Information Act, 1976 PA 442, MCL 15.231, et seq. I am enclosing the \$10.00 non-refundable application processing fee. Checks made payable to State of Michigan. If I am a licensed attorney, I certify that I am in good standing in the State Bar of Michigan.

COMMISSION NAME: \_\_\_\_\_

Type your name as signed below.

SIGNATURE: \_\_\_\_\_

Sign your name as it will appear on all documents you notarize. Your signature must match your commission name printed above.