



# Michigan Notary Public Application and Instructions

This application process for becoming a Michigan Notary Public involves several steps. Carefully review the instructions throughout this document to ensure successful and timely completion.

Most questions may be answered by reviewing our [frequently asked questions](#). For further assistance, email us at [MDOS-Notary@Michigan.gov](mailto:MDOS-Notary@Michigan.gov).

## STEP-BY-STEP INSTRUCTIONS:

1. Fill out the application **clearly** and **completely**. Use "None" or "N/A" if not applicable.
2. Obtain a \$10,000 surety bond written for a term of six or seven years through a Michigan licensed insurance company. An attorney in good standing with the State Bar of Michigan is not required to obtain and file a surety bond; however, you must swear an oath with the county clerk's office.
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. Submit the original, completed application and the \$10.00 filing fee to this office using one of the methods below:
  - a. [Submit the application](#) and pay by credit or debt card or e-check online. Allow 2 weeks processing time.
  - b. Mail the application and a check or money order payable to the State of Michigan to the address below. Allow 4-6 weeks processing time from the date your fee is received.

(Note: Out of state applicants must also include a copy of their Driver's License or State ID and a letter from their employer with [specific information](#).)
5. Once your commission has been approved, your commission card and wall certificate will be available on your [MiLogin account](#). You will also receive email notification from [Noreply-CARS@Michigan.gov](mailto:Noreply-CARS@Michigan.gov), with instructions on how to retrieve your commission card and wall certificate. Please check all spam folders.
6. Check the status of your commission on our [website](#). Bookmark this site to visit later. (Note: **Do not** perform notarial acts until you are listed as "Valid" on this website or you have received your commission information!)

### IMPORTANT!

Do not forget the \$10.00 filing fee payable to the State of Michigan if you mail your application. [Submit online](#) or mail the completed application and filing fee to:

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

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

County Seal



**Michigan Department of State**

For County/Office Use Only	
Date of oath and bond	
Oath administered by, and bond filed with	Attorney <i>(Clerk's initials)</i>
County name	

**Application for notary commission and Attorney reappointment**  
 Use "None" or "N/A" if not applicable. **Incomplete and/or illegible applications may be returned.**  
**Non-refundable filing fee: \$10**

Are you a resident of Michigan    Yes    No				
Full Name ( <i>first/middle/last</i> ) ( <i>Must match your state driver's license or ID card</i> )		Driver's license or state ID#	State	County of residence
Please indicate any previous and/or alias names	Date of birth (MM/DD/YYYY)	Email address		County of business ( <i>Non-Michigan Residents only</i> )
Residential address ( <i>Must match driver's license or ID card - include lot, and Apt #'s</i> )		City		State    ZIP
Business address		City		State    ZIP
Residence phone number	Business phone number	Licensed Attorney in Michigan ( <i>enter state bar number or write "N/A" if not licensed attorney</i> ) P-		
Yes No	Within the last 10 years, have you been convicted of a felony or misdemeanor ( <i>including any time served/fees paid</i> )? If yes, please explain			
Yes No	Do you hold or have ever held a notary public commission in the state of Michigan?			
Yes No	Have you ever had a notary commission in any other state? Please list all states			
Yes No	Have you ever been    suspended    canceled    revoked? If yes, which state did this occur			

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 submitting the \$10.00 non-refundable application processing fee online or by mail to the Office of the Great Seal, 7064 Crouner Dr., Lansing MI, 48918, with checks made payable to State of Michigan. **If I am a licensed attorney, I certify that I am in good standing with the State Bar of Michigan.**

Commission Name \_\_\_\_\_  
 I have printed/typed my name as I wish to be commissioned. ***I understand that my name must appear exactly as I have printed/typed it above for all notarizations for the duration of this commission.***

Signature \_\_\_\_\_  
 Using a pen to paper sign your name as it will appear on all documents you notarize. ***I understand that my signature must appear exactly as I have signed it above for all notarizations for the duration of this commission.***