



STATE OF MICHIGAN  
OFFICE OF THE GREAT SEAL  
LANSING

## Out Of State Notary Applicant

Out of State residents are eligible to become notaries in the State of Michigan if the following criteria is followed and provided.

1. Complete notary application.
2. Purchase Michigan notary surety bond.

File completed notary application and surety bond at the county clerk's office in the county where your employer's business address is located.

3. Out of State applicants must mail in their notary application to the Office of the Great Seal along with the following information:
  - a. A copy of your driver's license or state id from the Secretary of State that issued it is required to verify the information on your application. Information is verified and copy is shredded. Please make sure to verify all information matches to what is required on your application.
  - b. A **signed** letter from your employer **on company letterhead**. The employer letter must contain *all* of the following information:
    - Employee's name.
    - Company's business address in Michigan
    - Address residing at while working in Michigan.



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- Nature of job assignment which warrants the use of a Michigan notary public commission.
- Approximate length of time the applicant will be working in Michigan.

**MCL 55.271, Section 11(e) of the Michigan Notary Public Act, as amended, in pertinent part states “a person who does not reside in the State of Michigan, demonstrates that his or her principal place of business is located in the county in which he or she requests appointment and indicates that he or she is engaged in activity in which he or she is likely to be required to perform notarial acts”.**