



INSTRUCTIONS NOTARY PUBLIC APPLICATION

State of Arizona
Secretary of State - Notary Section
1700 W. Washington Street, 7th Floor
Phoenix, Arizona 85007

NOTE: The notary commission application process takes approximately three weeks.

To qualify for an Arizona Notary Public Commission, you:

- Must be an Arizona Resident for income tax purposes
 - Must be a citizen or a legal permanent resident of the U.S
 - Must not have had a notary commission or professional license revoked within the previous four years.
 - Must not be a convicted felon.
 - Must be at least 18 years of age.
- DO NOT APPLY if you fail to meet any of these requirements.

Procedure to Apply for an Arizona Notary Public Commission

STEP 1. Complete the Notary Public Application.

- Print your name exactly as you want your notary commission to be issued.
- **Show 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 the blanks** on the form and sign the application exactly as your name is printed.
- The signature on the application you submit must be an **original** signature.

STEP 2. Purchase a 4-year \$5,000 Notary bond in duplicate form from an insurance agent.

- 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 days before or 30 days after the commission is initiated.
- The expiration date of the bond **is always one day less than the effective date four years later.**
- Your signature must be properly notarized with an ink notary seal.
- Both the Arizona resident bonding agent and attorney-in-fact must sign the bond, if indicated.

****Please note** that the notary bond is purchased in duplicate form so that the notary will have an original for their records and the Secretary of State will also have an original.

STEP 3. Filing Procedure.

Mail the following documents to the Secretary of State (use the address shown above):

1. The original application with an original signature.
2. An original notarized bond with original signatures.
3. 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 a \$25.00 expedite fee. Expedite processing times vary depending on available staff and volume of workload, however, a 24-48 hour turnaround is our standard.**

STEP 4. Obtain an Official Notary Seal.

- **Wait** to receive a commission certificate from the Secretary of State designating you as a notary.
- Order a rubber notary seal (stamp) from a stationery store, office supply, or insurance company
- 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. **The expiration date of your commission; and**
 5. **The Great Seal of Arizona.**