



NOTARY PUBLIC

NOTARY APPLICANTS

- Applicants must apply in the county of residence. An Application for Michigan Notary Public Appointment must be completed. This form is available from the County Clerk or at www.michigan.gov/documents/sos/Application_for_Michigan_Notary_Public_194159_7.pdf.
- You must obtain a surety bond in the amount of \$10,000 (available through insurance agencies or bonding companies) and file it with the County Clerk. The processing fee is \$10.00, payable to the Clare County Clerk. Your oath of office is administered by the Clerk's office at the time of application.
- After you have fulfilled the filing requirements with the County, you will then forward your completed application with a \$10 non-refundable fee payable to "State of Michigan" to the address on the application form.
- Your notary commission certificate will be mailed directly to you. Your commission is not valid until you receive your certificate from the State.
- Notary Commission is valid for at least 6 years and no more than 7 years.

LICENSED ATTORNEYS

- Licensed attorneys are not required to file a surety bond with the County Clerk.
- You must complete an application, take the Oath of Office administered by the County Clerk's office and pay a \$10 processing fee.
- After you have fulfilled the filing requirements with the county, you will then forward your completed application with a \$10 non-refundable fee payable to "State of Michigan" to the address on the application form.

RENEWALS

- Renewal applicants follow the same process as new commissions. A notary public who is currently commissioned in the State of Michigan may not submit a new application for commission earlier than 60 days prior to current commission expiration.

CHANGE OF NAME/ADDRESS

- If you change your name or address after being commissioned as a notary, complete a Request for Duplicate/Notice of Change form and submit it to the Office of the Great Seal.
**There is no need to reapply
- There is no fee for an information change.

DUPLICATE CERTIFICATE

- If you lose your Notary Certificate and need to replace it, complete the Request for Duplicate/Notice of Change and submit it to the Office of the Great Seal.
- There is a \$10.00 non-refundable processing fee. Make checks payable to State of Michigan.

For further information please visit the Secretary of State's website at www.michigan.gov/sos.