

## **Notary Public**

A Notary Public's job is to certify that the person(s) signing a document in front of him/her has produced the proper legal identification proving that they are said person.

### **Application Requirements and Procedure**

- Can read and write English.
- Must be 18 years of age.
- U.S. citizen or possess proof of legal presence and a resident of the county in which you request appointment or maintain a principal place of business.
- No felony or misdemeanor convictions or violations, as specified by law and not be imprisoned in any state, county or federal correctional facility.
- File a \$10,000 surety bond with the County Clerk (available through insurance agencies or bonding companies), if applicable. Attorneys licensed in Michigan who are in good standing do not need a bond.
- Complete the Application for Notary Public. [Click here for the Application.](#)
- There is a \$10 application fee to the County Clerk.
- The County Clerk will administer an oath of office and a declaration for applicant signature to verify that you have complied with all requirements and that all information on your application is correct, that you have read and understand the laws and that you will perform all notary acts faithfully.
- Applicant will send completed application (and an additional \$10 check payable to "State of Michigan") to:

Michigan Department of State  
Office of the Great Seal  
7064 Crowner Drive  
Lansing MI 48918  
(888) 767-6424

- Notification of appointment will be mailed directly to you by the Secretary of State.

**Please note - you may not act as a notary public until the Secretary of State sends you your commission.**