



# Notary Public Application

Alexi Giannoulis  
Illinois Secretary of State

The application page and the bond page must be submitted on 2 separate pieces of paper to be accepted by the State  
Please MAIL all paperwork to: Illinois Notary "Discount" Bonding Company, P.O. Box 5853, Peoria, IL 61601-9943

Last Name:		First Name:		Middle Name or Initial:	
Business Address: Street:		City:		State:	ZIP:
Name of Employer:		Driver's License or State Identification Card Number (attach a photocopy):			
Business Phone:		Date of Birth:	Applying for: <input type="checkbox"/> New Commission <input type="checkbox"/> Renewal of Commission <input type="checkbox"/> Adding Electronic Notary to Active Notary Public Commission Current Expiration Date: _____ Commission Number: _____		
Email Address:		Home Phone:		County of Residence:	
Current Home Address (Driver's License address must match): Street:		City:		State:	ZIP:
Are you requesting a Notary Public and Electronic Notary Public Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you are requesting a Notary Public and Electronic Notary Public Commission you must also complete the following:					
1.) Name(s) of Electronic Notarization System Provider(s): _____					
2.) Type of Device(s) (check all that apply) <input type="checkbox"/> Desktop Computer <input type="checkbox"/> Laptop <input type="checkbox"/> Smartphone <input type="checkbox"/> Tablet <input type="checkbox"/> Other: _____					
Have you had any disciplinary actions, convictions or administrative actions against you? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answer 'Yes,' please provide the following on an additional page: the type of action or conviction, date of same, and the name of the court or agency that took the action and State of the action.					
Has your name, address, or county changed since your last commission? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If 'Yes,' give previous name, address and/or county: _____					
Will you perform Notarizations remotely by means of Audio-Video Communication? <input type="checkbox"/> Yes <input type="checkbox"/> No					

<p><b>NOTARIAL OATH</b></p> <ol style="list-style-type: none"> <li>I am a U.S. citizen or lawfully admitted for permanent residence.</li> <li>I have been a resident of Illinois for at least 30 days.</li> <li>I am age 18 or older.</li> <li>I have never been convicted of a felony.</li> <li>I am proficient in the English language.</li> <li>I have never had a notary public commission revoked due to a finding or decision by the Secretary of State.</li> </ol> <p>I do solemnly affirm, under the penalty of perjury, that the answers to all statements on this application are true, complete, and correct; that I have carefully read the notary law of the state of Illinois; 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. Further, my signature below authorizes the Office of the Secretary of State to conduct a background verification, including a criminal background check, to confirm the assertions and information provided in the application and to compare and use for official purposes any Illinois driver's license or state identification card information contained in the office's master record.</p> <p>Printed Name (must match your driver's license/ID card) _____</p> <p>Signature of Applicant as Printed Above _____</p> <p>Notary Public Signature: _____</p> <p>Witnessed and Affirmed this _____ day of _____, 20 _____</p>	<p style="text-align: center;"><b>State of Illinois, County of _____</b></p> <ol style="list-style-type: none"> <li>If also requesting to be an Electronic Notary Public, I also certify that I will: comply with the standards set forth by Section 176.835 of the Illinois Notary Rules relating to identify proofing and credential analysis; use a third-party provider who has been certified to act as an electronic notarization system provider in the State of Illinois by the Secretary; upon request by the Secretary, promptly provide any information necessary instructions or techniques supplied by a provider that will allow the notary public's digital certificate and electronic seal to be read and authenticated; and comply with the applicable provisions of the Illinois Notary Act, including Article VI-A.</li> </ol> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <p><b>AFFIX NOTARY SEAL HERE</b></p> </div>
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**REMINDER: You must attach a copy of the front and back of your valid driver's license or State issued ID card.**

**NOTARY PUBLIC BOND**

THIS BOND MUST BE WRITTEN BY A COMPANY QUALIFIED WITH THE ILLINOIS DEPARTMENT OF INSURANCE TO WRITE SURETY BONDS IN THE STATE OF ILLINOIS. The Office of the Secretary of State does not recommend any particular bonding or insurance company.

Know all by these presents that we \_\_\_\_\_ as principal/applicant and \_\_\_\_\_ are held firmly bound unto the People of the State of Illinois, in the penal sum of \$5,000 or \$30,000 (Circle One, See Instructions) for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators and assigns jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT, whereas, the above bound principal/applicant has applied for appointment by the Secretary of State of the State of Illinois as a Notary Public for a four-year term.

Now, if said principal/applicant shall truly and faithfully perform and discharge the duties of said office of Notary Public, or Notary Public and Electronic Notary Public, in all things according to law, then the above obligation to be null and void, otherwise to remain in full force and virtue in law. The term of this bond is from the effective date of the principal's/applicant's commission to the expiration date of the same.

X \_\_\_\_\_  
Signature of Principal/Notary Public Applicant

X \_\_\_\_\_  
Signature of Authorized Representative of Surety Company

**BOND NUMBER**

**AFFIX CORPORATE SEAL HERE**