
Livingston County – Notary Public Guide

1. Receive authority from your Supervisor to complete the State of Michigan Application for Public Notary (<https://www.livgov.com/clerk/Pages/Services/notary.aspx>), type in the PDF form on our website, print and send interoffice mail to the Livingston County Board of Commissioners Attn: Natalie Hunt, or email completed application to nhunt@livgov.com and request your Notary Bond.

2. Once you receive the Notary Bond, go to your County Clerk's office to be sworn in:
 - A. OUT OF COUNTY RESIDENTS:** Receive authority from your Supervisor to email Bonnie Knight at the Livingston County Treasurer's Office to Request a \$10.00 check, payable to the County Clerk of *where you* reside. Copy your Supervisor on the email to Bonnie. Once you receive the \$10.00 check you will then proceed to your County Clerk's office so that you can be sworn in.

 - B. LIVINGSTON COUNTY RESIDENTS:** Receive authority from your Supervisor to email Bonnie Knight at the Livingston County Treasurer's Office at bknight@livgov.com to request a manual journal entry of \$10.00 for your Notary application. Copy your Supervisor on the email to Bonnie. The \$10.00 will come out of your department's funds and be manually entered into the County Clerk's Notary Fund. You will need to print the email you receive back from Bonnie confirming that the manual transfer has been completed. Bring the printed email to the downtown County Clerk's office with your surety bond and Notary application so that you can be sworn in.

3. Request a \$10.00 check, payable to the State of Michigan, from your Supervisor. The State of Michigan vendor code is 50042. Make sure to add a Comment stating that the check should be returned to the Supervisor requesting the check. Questions regarding State of Michigan checks should be directed to Amy Cook, acook@livgov.com, Livingston County Finance Office. Forward your completed Notary application and \$10.00 State of Michigan check to:

Michigan Department of State
Office of the Great Seal
7064 Crowner Drive
Lansing, Michigan 48918

4. Once you receive your State Notary Card back from the State of Michigan, fax a copy to the County's bond agent: ***Shannon Doyle*** - fax number **248-538-0471**. The County's bond agent **MUST** receive a copy of your State Notary Card or your notary process will not be complete.

5. Send a copy of your State Notary Card to the County's Board of Commissioners / Attn: Natalie Hunt, or email to nhunt@livgov.com.

***** IMPORTANT NOTE FOR FUTURE REFERENCE *****

- Your bonding from the County is contingent upon your employment.
- If employment with the County is terminated, your bond will be **CANCELED** and no longer valid - therefore your notary would no longer be valid.
- To continue your notary, you would have to secure a bond from another source.