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## *Livingston County – Notary Public Guide*

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1. Receive authority from your Supervisor to complete the State of Michigan Application for Public Notary and send to the Livingston County Board of Commissioners / Attn: Natalie Hunt, or email to [nhunt@livgov.com](mailto:nhunt@livgov.com) to request the 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](mailto: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](mailto: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](mailto: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.

County Seal



MICHIGAN DEPARTMENT OF STATE
OFFICE OF THE GREAT SEAL

Table with 2 columns: County name, Date of oath and bond, Oath administered by, and bond filed with. Includes checkboxes for Attorney (oath only) and Clerk's initials.

APPLICATION FOR MICHIGAN NOTARY PUBLIC COMMISSION

(Please print legible or type; ALL fields must be completed or application will be returned)

Form with 13 numbered sections for personal information, address, business details, and legal history.

I hereby certify that I am 18 years of age or older; a resident of Michigan or maintain a principal place of business in Michigan; am a U.S. citizen or possess proof of legal presence; am able to read and write in the English language; am not currently incarcerated in a correctional facility or have served time during the immediate past ten years for a felony or misdemeanor offense in any state. I solemnly affirm, under the penalty of perjury, that the information provided in this application is true, complete, and correct; that I have carefully read the notary laws of Michigan; 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. I understand that all information contained on this application is subject to disclosure under the Freedom of Information Act, 1976 PA 442, MCL 15.231, et seq. I am enclosing a check or money order in the amount of \$10.00, payable to the State of Michigan, which I understand is a nonrefundable application processing fee.

COMMISSIONED NAME:

Print or type your name, as it will appear on all documents you notarize.

SIGNATURE:

Sign your name, as it will appear on all documents you notarize. Your signature must match your commissioned name printed above.

**THIS APPLICATION MUST FIRST BE PROCESSED AT YOUR LOCAL COUNTY CLERK'S OFFICE BEFORE MAILING IT TO THE OFFICE OF THE GREAT SEAL.**

**Application for commission:** 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.

**Commissioned name:** Your commissioned name may differ from your full name as it appears on your driver license or personal identification card (Example: Jane Marie Doe could be Jane Doe, J.M. Doe or J. Doe).

**Oath and bond filing requirements:** Before sending the application to the Office of the Great Seal, you must swear a constitutional oath of office, file a \$10,000.00 surety bond, and pay a \$10.00 filing fee with the county clerk. Information on where to obtain your surety bond and the cost is available from insurance agents and other companies that will solicit your business. A list of licensed surety agencies can also be found through our Web site at [www.Michigan.gov/sos](http://www.Michigan.gov/sos). If you are a licensed attorney in Michigan, you are not required to file a surety bond; enter your State Bar number on line 8. Your license status will be verified by the Office of the Great Seal.

**Submitting application and fees to the Office of the Great Seal:** After swearing the oath, filing your bond with the county clerk (if applicable) and paying the nonrefundable filing fee to the county clerk's office, mail your completed application to:

**Michigan Department of State  
Office of the Great Seal  
7064 Crowser Drive  
Lansing, MI 48918**

A \$10.00 check or money order payable to the "State of Michigan" must accompany the application. Please do not send cash. This must occur within 90 days from the date the oath is administered and bond filed with the county clerk (MCL 55.273).

**Receiving your commission:** You may not act as a notary public until the required oath, bond (if applicable), and fees are filed with the county clerk, you submit your application and fees to the Office of the Great Seal, and receive your commission information. Your notary public commission card, with commission expiration date information, will be mailed to the residence address provided on your application. For Department of Correction employees, your commission card will be mailed to your business address. Please expect to receive your card within 14 business days after the Office of the Great Seal receives your application for processing. The residence address you list must match what is on file with the Michigan Department of State for your driver's license or personal identification card. If you provide a different address, your application will be returned to you with instructions on how to change your address using the Michigan Change of Address/Voter Registration form available on our Web site, [www.Michigan.gov/sos](http://www.Michigan.gov/sos), or by visiting a Secretary of State Branch office.

**Term of appointment:** Notary commissions expire six (6) years from your next birthday at the time of commission issuance.

**Change of name or address:** All changes of name and/or address must be reported to the Office of the Great Seal on the Michigan Notary Public Request for Duplicate/Notice of Change form, available at our Web site [www.Michigan.gov/sos](http://www.Michigan.gov/sos). The name and residence address you list must match what is on file with the Michigan Department of State for your driver's license or personal identification card. If you provide a different name and/or address, your Request for Duplicate/Notice of Change form will be returned to you with instructions on how to change your address using the Michigan Change of Address/Voter Registration form available on our Web site, [www.Michigan.gov/sos](http://www.Michigan.gov/sos), or in the case of a name change, by visiting a Secretary of State branch office.

**Notary public stamp and/or seal:** Contact your local office supply store or printing shop for information on purchasing these items. The State of Michigan does not furnish or sell these items or make any recommendations on where to obtain them. Use of these items is not required in the State of Michigan.

Please direct any questions about your notary application to the Office of the Great Seal at (888) SOS-MICH (767-6424).