
Livingston County Employees – Notary Public Guide

1. Complete the State of Michigan Application for Public Notary on our County website <https://www.livgov.com/clerk/Pages/Services/notary.aspx> or proceed to the State website https://www.michigan.gov/sos/0,4670,7-127-1633_95527_95529_95663-177473--00.html#Application%20process. Print and/or email a completed application via interoffice mail to: Livingston County Board of Commissioners Attn: Natalie Hunt or email to nhunt@livgov.com and request a County Notary Bond. Natalie Hunt will email your notary bond to you once it comes in. You must bring this bond with you when you go to the Clerk's office.

2. Does your home address reside in Livingston County or outside of Livingston County?
 - A. ***Out of 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 \$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. You will need your completed application, bond and \$10 check.

 - 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 fee. 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 (historic courthouse) with your surety bond and completed Notary application to be sworn in.**

3. Once you have fulfilled the filing requirements at the Livingston County Clerk's office or your local County Clerk's office, you will then need to submit your completed notary application to the Office of the Great Seal online by logging into e-Services (<https://dsvsesvc.sos.state.mi.us/TAP/#0>) and uploading the completed application. *Pay the \$10.00 non-refundable processing fee using your department's P-Card.*

4. The Great Seal will email your Notary Public Card to you once they process your application.

5. Send a copy of your Notary Public Card, via fax to the County's bond agent: **Denise Weidenhamer - 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.

6. Lastly, forward a copy of your Notary Public Card to Natalie Hunt 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.