



# Michigan Notary Public Application and Instructions

This application process for becoming a Michigan Notary Public involves several steps. Carefully review the instructions throughout this document to ensure successful and timely completion.

Most questions may be answered by reviewing our [frequently asked questions](#). For further assistance, email us at [MDOS-Notary@Michigan.gov](mailto:MDOS-Notary@Michigan.gov).

## STEP-BY-STEP INSTRUCTIONS:

1. Fill out the application **clearly** and **completely**. Use "None" or "N/A" if not applicable.
2. Obtain a \$10,000 surety bond written for a term of six or seven years through a Michigan licensed insurance company. An attorney in good standing with the State Bar of Michigan is not required to obtain and file a surety bond; however, you must swear an oath with the county clerk's office.
3. Take the surety bond and completed application to the county clerk's office. (For a \$10.00-\$20.00 fee, the clerk will file your bond, administer an oath, and return the application to you.)
4. Submit the original, completed application and the \$10.00 filing fee to this office using one of the methods below:
  - a. Submit the application and pay by credit or debt card or e-check online. Allow 2 weeks processing time.
  - b. Mail the application and a check or money order payable to the State of Michigan to the address below. Allow 4-6 weeks processing time from the date your fee is received.

(Note: Out of state applicants must also include a copy of their Driver's License or State ID and a letter from their employer with specific information.)

5. Once your commission has been approved, your commission card and wall certificate will be available on your MiLogin account. You will also receive email notification from [Noreply-CARS@Michigan.gov](mailto:Noreply-CARS@Michigan.gov), with instructions on how to retrieve your commission card and wall certificate. Please check all spam folders.
6. Check the status of your commission on our website. Bookmark this site to visit later.  
(Note: **Do not** perform notarial acts until you are listed as "Valid" on this website or you have received your commission information!)

### IMPORTANT!

Do not forget the \$10.00 filing fee payable to the State of Michigan if you mail your application. Submit online or mail the completed application and filing fee to:

Office of the Great Seal  
7064 Crowner Drive  
Lansing, MI 48918

Email: [MDOS-Notary@Michigan.gov](mailto:MDOS-Notary@Michigan.gov)

County Seal



## Michigan Department of State

For County/Office Use Only

Date of oath and bond

Oath administered by, and bond filed with

Attorney

(Clerk's initials)

County name

### Application for notary commission and Attorney reappointment

Use "None" or "N/A" if not applicable. Incomplete and/or illegible applications may be returned.

Non-refundable filing fee: \$10

Are you a resident of Michigan ☐ Yes ☐ No

Full Name (first/middle/last) (Must match your state driver's license or ID card)

Driver's license or state ID#

State

County of residence

Please indicate any previous and/or alias names

Date of birth (MM/DD/YYYY)

Email address

County of business (Non-Michigan Residents only)

Residential address (Must match driver's license or ID card - include lot, and Apt #'s)

City

State

ZIP

Business address

City

State

ZIP

Residence phone number

Business phone number

Licensed Attorney in Michigan (enter state bar number or write "N/A" if not licensed attorney)

P-

Yes ☐ No ☐ Within the last 10 years, have you been convicted of a felony or misdemeanor (including any time served/fees paid)? If yes, please explain

Yes ☐ No ☐ Do you hold or have ever held a notary public commission in the state of Michigan?

Yes ☐ No ☐ Have you ever had a notary commission in any other state? Please list all states

Yes ☐ No ☐ Have you ever been ☐ suspended ☐ canceled ☐ revoked? If yes, which state did this occur

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 submitting the \$10.00 non-refundable application processing fee online or by mail to the Office of the Great Seal, 7064 Crouner Dr., Lansing MI, 48918, with checks made payable to State of Michigan. **If I am a licensed attorney, I certify that I am in good standing with the State Bar of Michigan.**

Commission Name \_\_\_\_\_

I have printed/typed my name as I wish to be commissioned. **I understand that my name must appear exactly as I have printed/typed it above for all notarizations for the duration of this commission.**

Signature \_\_\_\_\_

Using a pen to paper sign your name as it will appear on all documents you notarize. **I understand that my signature must appear exactly as I have signed it above for all notarizations for the duration of this commission.**