



# OFFICE OF THE SECRETARY OF STATE

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ALEXI GIANNOULIAS • Secretary of State

## **Non-Resident Notary Public or Notary Public and Electronic Notary Public Application and Instructions**

- To become a non-resident notary public, you must be a resident of a qualifying bordering state, which includes Iowa, Kentucky, Missouri, Indiana, and Wisconsin. You must also have worked or maintained a business in Illinois for 30 days before this application. If you are applying as a Resident Illinois Notary Public, please complete the Resident Notary Public Application.
  - There are three application types:
    - 1.) A New Commission as a Notary Public only, or a Notary Public and Electronic Notary Public.
    - 2.) Renewal of a Commission as a Notary Public only, or Notary Public and Electronic Notary Public.
    - 3.) Adding Electronic Notary Public to an already active Notary Public Commission.
  - Your name and address MUST match your driver's license or state ID card, or your application will be rejected.
  - If you are applying to be a Notary Public and Electronic Notary Public, you must also apply, at the same time, to be a Notary Public or you must already be an active Commissioned Notary Public and you must provide:
    - The name(s) of the Electronic Notarization System Provider(s) you are using.
    - A copy of your electronic signature(s) provided to the Electronic Notarization System Provider(s).
    - The type of device you will be using to perform Electronic Notarial Acts.
- Use an additional sheet if you need more room to list Electronic Notarization System Providers.
- Non-resident Notaries Public and Electronic Notaries Public are appointed through the Secretary of State's Index Department. Your official commission date is assigned by our office, not the insurance company or surety bonding company that has underwritten your surety bond. Out-of-state residents are commissioned in the county in which they are employed.
  - Non-resident notaries must have a physical business address in Illinois.
  - The form is two pages, and you must submit the original of both pages as two pages and not as one page (i.e. front and back).
  - The filing fee is as follows: \$15 for a Notary Public only, and \$40 for a Notary Public and Electronic Notary Public. If you are already a Notary Public and you are adding Electronic Notary Public, the fee is \$25. Make the check or money order payable to the **Secretary of State**. Checks that are unsigned or counter-checks are unacceptable. You may also pay by credit card by providing a separate note with your application. A link with instructions will be sent to the email address provided on the application. We accept American Express, Visa, Mastercard, and Discover.

After Jan. 1, 2024, you must provide a copy of your certificate of proof of completion of an Illinois approved Notary Public Study Course with the application.

- If you answer ‘Yes’ to the question “Will you perform Notarizations remotely by means of Audio-Visual Communication,” you must include a \$30,000 Illinois Notary Bond. If you answer ‘No’ to this question, you must include only a \$5,000 Illinois Notary Bond. This question applies to both Notary Public and Electronic Notary Public.
- If you are adding an Electronic Notary Public to your existing active Notary Public Commission, you may have to complete the bond information:

If you answered ‘No’ to the question “Will you perform Notarizations remotely by means of Audio-Visual Communication,” your current existing Notary Public Bond is sufficient. If you answer ‘Yes’ to this question and you only have a \$5,000 bond you must submit a separate \$25,000 bond (Form I 263). If you already have a \$30,000 bond you do not need to submit an additional bond. Check with your surety bonding company if you are unsure.

- The Illinois Notary Bond must be issued by a company qualified to write surety bonds in Illinois. We do not accept the Public Official Bond or Errors and Omissions Policy. The surety bonding company’s corporate seal must accompany the signature of an officer or authorized representative. The surety bonding company will circle either \$5,000 or \$30,000 based upon the answer to this question.
- Each Non-resident Notary Public or Notary Public and Electronic Notary Public Application must include a **legible photocopy of your driver’s license or state ID card.** ***Failure to provide a legible copy will result in your application being rejected.***
- **Your name** must read the same as your driver’s license or state ID and be notarized by **another** current Illinois notary public, including a valid rubber stamp seal. **You cannot notarize your own signature.**
- You must sign as **principal/applicant on the bond.** We only accept applications and surety bonds with an **original signature.**

It is your responsibility to review the *Illinois Notary Public Handbook*. Notary Public appointments are public records available to any interested person for examination and copying. If you have any questions or need additional assistance, please call 217-782-7017.



# Non-resident Notary Public Application

Alexi Giannoulis — Illinois Secretary of State

**Include \$15 filing fee, \$40 if both Notary and Electronic Notary or \$25 if adding Electronic Notary Public and a copy of certification of completion of Illinois approved Notary Public Study Course.**

Return completed form to: Secretary of State Index Department, 111 E. Monroe, Springfield, IL 62756.

Last Name:		First Name:		Middle Name or Initial:	
Name of Business Employer:		Driver's License or State ID Card Number (attach a photocopy):			
Business Address: Street:		City:		State:	ZIP:
Business Telephone Number:		Date of Birth:	Applying for: <input type="checkbox"/> New Commission <input type="checkbox"/> Renewal of Commission		
Business Web Address:		<input type="checkbox"/> Adding Electronic Notary to Active Notary Public Commission			
		Current Expiration Date: _____ Commission Number: _____			
County of Business:		Email:		Home Phone:	
Home Address: 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					
Have you ever been a notary public in Illinois or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If 'Yes,' list the states: _____					

### NOTARIAL OATH

State of Illinois, County of \_\_\_\_\_

- I am a U.S. citizen or lawfully admitted for permanent residence.
- I have worked or maintained a business in Illinois for 30 days preceding the application.
- I am age 18 or older.
- I have never been convicted of a felony.
- I am proficient in the English language.
- I have never had a notary public commission revoked due to a finding or decision by the Secretary of State.
- If also requesting to be an Electronic Notary, 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.

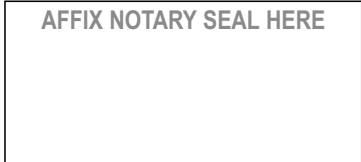
I do solemnly affirm, under the penalty of perjury, that the answers to all statements on this application are true, complete, and correct; that I have carefully read the notary law of the state of Illinois; and that if appointed and commissioned as a notary public, I will perform faithfully, to the 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.

Printed Name (must match your driver's license/ID card) \_\_\_\_\_

Signature of Applicant as Printed Above \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

Witnessed and Affirmed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_



**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.

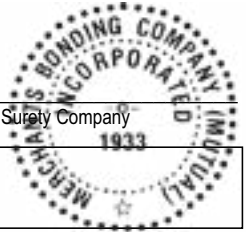
Know all by these presents that we \_\_\_\_\_ as principal/applicant and **Merchants Bonding Company (Mutual)** are held firmly bound unto the People of the State of Illinois, in the penal sum of \$5,000 or \$30,000 (Circle One, See Instructions) for the payment of which, well and truly to be made, we 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 one-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 *Larry Taylor* \_\_\_\_\_  
Signature of Authorized Representative of Surety Company



**BOND NUMBER**

**AFFIX CORPORATE SEAL HERE**