

## 5 QUICK STEPS TO RENEW YOUR NOTARY COMMISSION

There is no provision in Illinois Law for automatic renewal of your Notary Commission. Every 4 years you must complete the Notary Application and Bond Form. It is easy to do and Illinois Notary Federation is here to help. Just complete the following steps:

1. **Simply fill in the required information on the top portion of the Application.** Type or print clearly, completing all the information; if not applicable write "N/A". **You must include your driver's license or state identification card number on the application and mail a copy with your application.**
2. **In order to complete the Notarial Oath (middle section), take your Application to an Illinois Notary Public.** The Notary will take your oath/affirmation and notarize your signature. The Application must be signed in the presence of a Notary. Print your name above your signature. Your printed name and signature must be identical. This is exactly how your name will appear on your commission and Notary Seal.
3. To **complete the Illinois Notary Public Bond (bottom section)**, simply **print your name on the top line and sign at the X (Signature of Principal/Notary Public Applicant)**. Be sure to print and sign your name exactly as you did in the Oath.
4. Choose the renewal package and accessories that are right for you. **Complete the order form and enclose it with your payment, application and a copy of your driver's license or state identification card.** Mail your completed application to: Illinois Notary Federation, PO Box 13423, Springfield, IL 62791. Once we receive your properly completed application, we will hand deliver it to the Secretary of State's Office by the next business day.
5. The Secretary of State will mail your commission to the County Clerk's Office in your county of residence. The County Clerk will send you a notice when they receive your commission. **You must record your commission with the County Clerk before you begin notarizing.** You have 30 days to record your commission. The fee for recording your commission in person is \$5.00, or you may record your commission by mail for \$10.00. You pay the recording fee directly to your County Clerk.




**Notary Public Application**  
 Jesse White — Illinois Secretary of State

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Please Type or Print Clearly and Return Completed Form and Payment to: Illinois Notary Federation, P.O. Box 13423, Springfield, IL 62791.

Last Name:		First Name:		Middle Name or Initial:	
Business Address (P.O. Box not acceptable):					
Street:		City:		State:	ZIP Code:
Name of Employer:		Driver's License or State Identification Card Number (attach a photocopy):			
Business Phone:		Date of Birth:	Applying for: <input type="checkbox"/> <b>New Commission</b> <input type="checkbox"/> <b>Renewal of Commission</b>		
		Current Expiration Date: _____ Commission Number: _____			
Mailing Address:				County: (of Residence)	
Current Home Address (P.O. Box not acceptable):					
Street:		City:		State:	ZIP Code:
Do you want your home address to be displayed to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No				Home Phone:	
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: _____					

<p><b>NOTARIAL OATH</b></p> <ol style="list-style-type: none"> <li>1. I am a U.S. citizen or an alien admitted for permanent residence.</li> <li>2. I have been a resident of Illinois for at least 30 days.</li> <li>3. I am age 18 or older.</li> </ol> <p>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 to confirm the assertions and information provided herein.</p> <p>Printed Name of Applicant: _____</p> <p>Signature of Applicant: _____</p> <p>Notary Public Signature: _____</p> <p>Witnessed and Affirmed this _____ day of _____, 20 _____</p>	<p><b>State of Illinois, County of _____</b></p> <ol style="list-style-type: none"> <li>4. I have never been convicted of a felony.</li> <li>5. I am able to read and write the English language.</li> <li>6. I have never had a notary public commission revoked.</li> </ol> <div style="border: 1px solid black; width: 100%; height: 100%; margin-top: 20px; text-align: center; padding: 5px;"> <p><b>AFFIX NOTARY SEAL HERE</b></p> </div>
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<p><b>NOTARY PUBLIC BOND</b></p> <p>Know all by these presents that we _____ as principal/applicant and <i>Accredited Surety &amp; Casualty Company, Inc.</i>, PO Box 140855, Orlando, FL 32814, are held firmly bound unto the People of the State of Illinois, in the penal sum of FIVE THOUSAND DOLLARS (\$5,000), 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.</p> <p>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 four-ear term.</p> <p>Now, if said principal/applicant shall truly and faithfully perform and discharge the duties of said office of 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 principals's/applicant's commission to the expiration date of the same.</p>	
<p>_____          Signature of Principal/Notary Public Applicant</p>	<p>_____          Timothy J. Morgan, Attorney-in-Fact</p>
<p><b>BOND NUMBER</b></p>	<p><b>AFFIX CORPORATE SEAL HERE</b></p> <div style="text-align: center;">  </div>



# NOTARY PUBLIC RENEWAL PACKAGES & ORDER FORM

Just select the package that is right for you and complete the order form below.

## BASIC RENEWAL PACKAGE

- \$5,000, 4-Year Notary Public Bond
- \$5,000, 4-Year Notary Public Errors & Omissions Insurance
- \$10 State Filing Fee
- Self Inking Rubber Stamp Seal of Office
- Notary Public Window Static Sticker – **FREE**
- 4 Years of Telephone and E-Mail Support – **FREE**



**JUST \$45.00**

## DELUXE RENEWAL PACKAGE

Everything in the basic package and includes additional Errors and Omissions protection, the comprehensive handbook and a journal of notarial acts while saving you \$5.

Includes everything in the Basic Package, **PLUS YOU GET:**

<b>Additional 4-Year \$10,000 Errors &amp; Omissions Policy</b>	<b>\$50.00</b>	
<b>Comprehensive Handbook</b>	<b>12.50</b>	<i>Regularly \$15.00</i>
<b>Journal of Notarial Acts</b>	<b>7.50</b>	<i>Regularly \$10.00</i>

**PACKAGE PRICE \$115.00**

## PREMIUM RENEWAL PACKAGE

Maximum errors and omissions protection while saving you \$15.95 on regular prices. Package includes an extra seal for home or office and a desk/wall sign to let everyone know you are a notary public.

Includes everything in the Basic Package, **PLUS YOU GET:**

<b>Additional 4-Year \$25,000 Errors &amp; Omissions Policy</b>	<b>\$80.00</b>	
<b>Comprehensive Handbook</b>	<b>12.50</b>	<i>Regularly \$15.00</i>
<b>Journal of Notarial Acts</b>	<b>7.50</b>	<i>Regularly \$10.00</i>
<b>Notary Public Desk/Wall Sign</b>	<b>8.00</b>	<i>Regularly \$12.00</i>
<b>Second Notary Seal (Self-Inking)</b>	<b>13.00</b>	<i>Regularly \$19.95</i>

**ALL FOR ONLY \$166.00**

## ORDER FORM

**I want to purchase the:**

- Basic Renewal Package ..... \$45.00
- Deluxe Renewal Package ..... \$115.00
- Premium Renewal Package ..... \$166.00

**Plus, add the following to my order:**

- Comprehensive Handbook ... \$15.00
- Journal of Notarial Acts ..... \$10.00
- Additional Seal of Office ..... \$19.95
- Impression Seal ..... \$36.50

- Desk/Wall Sign ..... \$12.00
- Static Sticker ..... \$2.50
- \$10,000, 4-year E & O ..... \$50.00
- \$15,000, 4-year E & O ..... \$65.00
- \$25,000, 4-year E & O ..... \$80.00

**ORDER TOTAL ..... \$ \_\_\_\_\_**

I wish to pay by:

**Check/Money Order** (Please make payable to: Illinois Notary Federation)

**Visa**   **MasterCard**   **American Express**   **Discover** 

Card Number: \_\_\_\_\_ Expiration Date (mm/yyyy): \_\_\_\_\_ / \_\_\_\_\_

Cardholder Name (Please Print as on Card): \_\_\_\_\_

Cardholder Address: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

Sign me up for free legislative email alerts! Email Address (Please Print): \_\_\_\_\_

Please mail to: **Illinois Notary Federation, P.O. Box 13423, Springfield, IL 62791.**

If you have any questions, call us at 1-866-851-1468, fax to 1-866-851-1528, or e-mail [notary@ilnotaryfederation.com](mailto:notary@ilnotaryfederation.com).