



STATE OF ARKANSAS
Office of the Secretary of State

MARK MARTIN
SECRETARY OF STATE

Dear Notary Public Applicant:

A Notary Public's commission is for a term of ten years and may be obtained or renewed by filing an application with the Secretary of State's Business and Commercial Services office. The Notary Handbook, which you will want to review for explicit instructions, is a PDF file which you can also download from the website.

Arkansas law now requires that notary stamps and embossed seals include a notary commission number, which is issued by the Arkansas Secretary of State. The number will be issued with your certificate/oath.

An applicant for appointment as a Notary Public must list his/her name exactly as the signature will appear on each document notarized and must be in agreement with the notary seal and surety bond. A Surety Bond in the amount of \$7,500 must accompany the Secretary of State Notary application.

You have 30 days from the date your Commission is issued by the Secretary of State, to sign it, file it with the Circuit Court in the county of your residence, and RETURN A FILE-MARKED copy back to the Secretary of State. To confirm your Commission date, check the body of your Surety Bond.

The Secretary of State offers a free 90 minute Notary Public Seminar. The seminar covers laws, governing Notaries Public in Arkansas and basic notary information on the duties and responsibilities of a Notary Public. Space is limited for these seminars. Register though the website at [Notary Seminar Registration](#) or by calling Business and Commercial Services at the number listed below.

You must return your Notary Application, Notary Surety Bond and the \$20 fee to Secretary of State Business and Commercial Services:

Mailing Address:

Secretary of State
Business and Commercial Services
State Capitol, Rom 256
Little Rock, AR 72201-1094

Physical Address:

Secretary of State
Business and Commercial Services
Suite 250, Victory Building
1401 West Capitol
Little Rock, AR 72201

If you have any questions or need further information, call our toll free number 888-233-0325 or 501-682-3409.

Sincerely,

A handwritten signature in cursive script that reads "Mark Martin".

Mark Martin
Secretary of State

1401 West Capitol, Ste., 250 • Little Rock, Arkansas 72201-1094
(501) 682-3409 • Fax (501) 682-3437
e-mail: corprequest@sos.arkansas.gov • www.sos.arkansas.gov



Arkansas Secretary of State Mark Martin

State Capitol • Little Rock, Arkansas 72201-1094
501-682-3409 • www.sos.arkansas.gov

Business & Commercial Services, 1401 W. Capitol, Suite 250, Little Rock, AR

APPLICATION FOR NOTARY PUBLIC

Check one: New Renewal (Print Commission Number): _____

Return the following materials to the Arkansas Secretary of State:

- **Completed Application:** Please write your name each time exactly as it appears on your bond. Affidavit must be completed by notary or other authorized official other than yourself.
- **\$20.00 Application Fee:** Check or money order made payable to the Arkansas Secretary of State.
- **Copy of Surety Bond or Contract:** A \$7,500 bond may be purchased from a bond or insurance company of your choice authorized to do business in Arkansas. Enclose a copy of the bond, not the application for the bond.

Applicant's Name (Print or type name as it appears on your bond): _____

Residential Address:

Physical Address (No Post Office Box): _____

City: _____ State: _____ Zip: _____ County: _____

Email: _____ Phone: _____

Mailing Address if different from above residential address:

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Employer's Address if above residential address is out of state:

Physical Address (No Post Office Box): _____

City: _____ State: _____ Zip: _____ County: _____

Please verify the following by checking the boxes below:

- I am eighteen (18) years of age or older.
- I am a bona fide citizen of the United States or a permanent resident alien (if resident alien, recorded Declaration of Domicile is attached).
- I am a legal resident of Arkansas or of an adjoining state and employed in Arkansas.
- I am able to read and write English.
- I have not had my commission as a notary revoked during the past ten (10) years.
- I have never been convicted of a felony.
- I have reviewed the law concerning notaries public and understand the duties of a notary public.

AFFIDAVIT

I, the undersigned, being first duly sworn, respectfully make application as an Arkansas notary public for a commission of ten (10) years and further state under oath that the information contained in this application is true and correct.

Signature (as it appears on your bond)

Date

State of Arkansas, County of _____

On this the _____ day of _____, 20_____, before me, _____, the undersigned notary,

personally appeared _____ known to me (satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

[Notary Seal]

Notary Public: _____

My commission expires: _____