

## Application Instructions for a NEW Notary Commission in Montana: “APPOINTMENT”

1. Beginning with commissions issued or after July 1, 2010, all persons applying for an appointment as a notary public for the State of Montana **must satisfactorily complete a certified training course first**. A list of available classes can be found at the Secretary of State’s website at [www.sos.mt.gov/notary](http://www.sos.mt.gov/notary).
2. Read through these instructions thoroughly. If there is *anything* that you don’t understand, please visit the Secretary of State’s website at [www.sos.mt.gov/notary](http://www.sos.mt.gov/notary) or contact the office at (406) 444-5379. It is strongly suggested that you become familiar with the responsibilities and legal liabilities imposed upon Montana notaries public **before** applying for a commission.
3. Make arrangements to obtain a \$10,000 surety bond written for a term of four years. These are available through most insurance companies licensed to do business in Montana. **A surety bond is not insurance for the notary**. It is meant to protect the public from any claim made against the State as a result of your actions. In the event of such a claim, the bonding company would look to you, the notary, for repayment of the claim amount. You may wish to discuss with your insurance agent the need for Errors & Omissions Insurance to provide personal coverage to protect yourself.
4. Complete the form titled “Application, Statement, and Oath of Office for APPOINTMENT to a Commission as a Notary Public.” A copy is on the next page. **This form must be correctly notarized**. Please note the following:
  - Enter your name exactly the way you normally make your signature**. This is the name in which your notary commission will be issued and it must match the name on the surety bond and your signature. (If your legal name is “John Quincy Public”, but you normally sign “J. Q. Public”, then enter J. Q. Public on the application.)
  - Make sure you follow the directions on the form and provide all the information requested**. Incomplete applications will be returned for completion; this will delay the processing of your commission request. Be sure to include your mailing address to ensure delivery of your Certificate of Commission.
  - Be sure to enter the information about the training course you completed on the application form**.
5. When you receive the bond:
  - Make sure all appearances of your name on both the application and the bond are exactly the same**.
  - If** the city and county are listed on the bond **make sure they are where you live, not where you work**.
  - Sign the bond on the line for the “Principal”**.
6. Send the **original** application form, the bond, and the filing fee of \$25 (check or money order) **within 30 days (before or after) of the bond’s effective date (if shown) to:**

Montana Secretary of State  
Certification and Notary Services  
PO Box 202801  
Helena MT 59620-2801

7. You should receive your commission certificate within ten to fourteen days. Verify that your name and city of residence are correct and note your commission dates. You are responsible for procuring your official notary seal/stamp.

**YOU ARE NOT A NOTARY PUBLIC FOR THE STATE OF MONTANA  
UNLESS YOU HAVE RECEIVED AN OFFICIAL CERTIFICATE OF COMMISSION  
SHOWING YOUR NAME, CITY OF RESIDENCE, AND THE DATES OF YOUR TERM OF OFFICE.**

**DO NOT ORDER YOUR SEAL/STAMP UNTIL YOU HAVE RECEIVED YOUR CERTIFICATE!!!**

**APPLICATION, STATEMENT, AND OATH OF OFFICE FOR  
APPOINTMENT AS A NOTARY PUBLIC**

03/12 **Filing Fee \$25.00**

**NOTE: The applicant's name on this form and the associated surety bond must be exactly the same!**

**Your Name** \_\_\_\_\_  
*(as it appears on the enclosed bond and will be on your commission certificate and official seal)*

**Date of Birth** \_\_\_\_\_ **Email address** \_\_\_\_\_

**Date of Certified Training Class Attended** \_\_\_\_\_ **Location** \_\_\_\_\_ **Presented by** \_\_\_\_\_

**Home Mailing Address**

Street/Box # \_\_\_\_\_ Apt/Unit \_\_\_\_\_ **HOME (or CELL) PHONE** \_\_\_\_\_  
City \_\_\_\_\_ State **MT** Zip \_\_\_\_\_

**Physical/Residence Address (if different)**

Street \_\_\_\_\_ Apt/Unit \_\_\_\_\_  
City \_\_\_\_\_ State **MT** Zip \_\_\_\_\_

**Employment Information\***

Employer Name \_\_\_\_\_ **WORK PHONE** \_\_\_\_\_  
Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*\*If you are presently unemployed or retired, please enter "N/A" for Employer. Enter "Work at Home" if your work address is the same as your home address.*

**STATEMENT & OATH of OFFICE**

I, \_\_\_\_\_, the undersigned, making application for a Commission as Notary Public in and for the State of Montana affirm, and at the date hereon swear that: I am eighteen (18) years of age or older, I have resided in the State of Montana for the period of time required by Montana law, I have never been convicted of a felony, I have never had a Notary Commission denied, revoked, or restricted in any state, the information on this application is true and complete to the best of my knowledge, and I am qualified to be appointed and commissioned as a Notary Public for the State of Montana.

I do solemnly swear (or affirm) that I will support, protect and defend the constitution of the United States, and the constitution of the State of Montana, and that I will discharge the duties of my office of Notary Public for the State of Montana with fidelity (so help me God).

**Applicant's signature** \_\_\_\_\_  
(Must match the name printed/typed above and on bond!)

State of Montana  
County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.  
(Name of signer)

\_\_\_\_\_  
(Signature of Notary)

[Affix Notarial Seal/Stamp above.]

**DO NOT ORDER YOUR SEAL/STAMP UNTIL YOU HAVE RECEIVED YOUR OFFICIAL CERTIFICATE OF COMMISSION!!!**