



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State

Notary Public or Notary Public and Electronic Notary Public Application and Instructions

If you are applying for a Notary Public Commission only, your application will be processed normally.

If you are applying for a Notary Public and Electronic Notary Public, or adding an Electronic Notary Public Commission, you may submit your application before Jan. 1, 2024. However, your application may only be approved after Jan. 1, 2024.

- To become an Illinois Notary Public or Notary Public and Electronic Notary Public, you must be an **Illinois resident** or a resident of a qualifying bordering state. This application is for Illinois residents. If you are applying as a Non-Resident Illinois Notary Public, please complete a Non-Resident Application. Illinois residents are commissioned in the county in which they reside. Out-of-state residents are commissioned in the county in which they are employed.
- 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 Illinois 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.

- Illinois Notaries Public and Electronic Notaries Public are appointed through the Secretary of State's Index Department. Your official commission date is assigned by this office, not the insurance company or surety bonding company that has underwritten your surety bond.

See page 2 for further instructions

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 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.** The driver's license/state ID card address must match the home address listed on the application.
- **Your name** must read the same as it appears on your driver's license or state ID card and be notarized by **another** current Illinois Notary Public, including a valid rubber stamp seal. **You cannot notarize your own signature.**
- You must sign the bond as **principal/applicant**. 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.