

**WISCONSIN**  
**Four-Year Commission**  
**NOTARY PUBLIC APPLICATION**  
**Fee \$20**

OFFICE USE ONLY  
Commission issued:

READ ALL APPLICATION **INSTRUCTIONS** CAREFULLY  
BEFORE COMPLETING THE APPLICATION.

1. Put clear seal/stamp sample here. If not totally clear, try again on plain paper & clip to this form.

2. \_\_\_\_\_  
Signature sample exactly as on seal/stamp.

3. Print name as signed:  
\_\_\_\_\_

4. Mailing Address: (print or type)

c/o \_\_\_\_\_

Street \_\_\_\_\_

City&State \_\_\_\_\_ Zip \_\_\_\_\_

5. Is this your first WI commission?  YES  NO

If "NO" indicate expiration date below:  
\_\_\_\_\_

6. Current Full Name: \_\_\_\_\_  
First Middle Last name(s)

7. Birthdate: \_\_\_\_\_

8. Do you have any unpaid judgments or other uncompleted court orders, including probation?  
 Yes or  No. If "Yes", attach a letter of explanation.

9. Did you ever have a notary commission, driver's license or other state-awarded license suspended or revoked in Wisconsin or any other state?  Yes or  No. If "Yes", attach a letter of explanation.

10. Do you have a pending arrest, or have you ever been convicted of a violation of Wisconsin, U.S., or any other state's or country's laws? Include driving-related offenses.  Yes or  No. If "Yes", submit the documentation of all such arrests, including discharge papers, for each misdemeanor and felony violation. Copies are acceptable. For violations resulting in a ticket only, submit a brief written explanation. This information must be submitted each time you apply.

**NOTE:** Under current law, persons convicted in state or federal court of a felony, or persons convicted of a misdemeanor involving a violation of the public trust, may not be commissioned as Notaries Public for the State of Wisconsin unless they have been pardoned of the conviction.

11. Applicants must be familiar with the duties and responsibilities of a Wisconsin Notary Public, which include (but are not limited to) knowing how to perform/document the following notarial acts: taking an acknowledgment; administering an oath or affirmation, witnessing/attesting a signature; attesting a copy of a document.

Are you familiar with these duties and responsibilities?  Yes or  No.

**If you have answered "No" STOP HERE!** Your application cannot be accepted for filing. To obtain a notary brochure, send a self-addressed envelope with two stamps to the address listed below\*, or access it through the Internet - visit Wisconsin's Home Page: wisconsin.gov

12. To the Governor of the State of Wisconsin: I hereby apply for a four-year appointment as a Wisconsin Notary Public. I certify that I am an United States resident familiar with the duties and responsibilities of a Notary Public, that I have at least the equivalent of an eighth grade education, and that all of the information I have provided is true.

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

**NOTE:** Signatures in #2 and #12 must be **original signatures**-photocopied signatures, signature stamps, or faxed copies of signatures are not acceptable.

Submit completed application, completed bond, and completed oath of office **together** with the **\$20** fee to:

**\*Office of the Secretary of State/Notary Records**

**P.O. Box 7848**

**Madison WI 53707-7848**

**Make check payable to: Wisconsin Secretary of State.** Any questions? Call (608)266-5594.

If the name under which your last commission was issued has changed and you have not notified us, please show former name: \_\_\_\_\_

## INSTRUCTIONS FOR FOUR YEAR NOTARY PUBLIC APPLICATION

**Form** This application is for a four-year Wisconsin Notary Public commission. An United States resident licensed to practice law in Wisconsin may be eligible to apply for a permanent commission. See the "Permanent Commission Application" for complete information.

**General Requirements** In order to become a Notary Public under §137.01, Wisconsin Statutes, you must be an United States resident 18 years of age or older, have at least the equivalent of an eighth grade education, be familiar with the duties and responsibilities of a Notary Public, and not have an arrest or conviction record which is unacceptable under Wisconsin Statutes. (Note that under current law, persons convicted in state or federal court of a felony, or persons convicted of a misdemeanor involving a violation of the public trust, may not be commissioned as Notaries Public for the State of Wisconsin unless they have been pardoned of the conviction.) **You must buy an engraved official seal or official rubber stamp, and submit this application, \$20 filing fee, a completed bond and a completed oath of office to the Office of the Secretary of State. YOU MAY NOT PERFORM NOTARIAL ACTS UNTIL NOTIFIED BY THIS OFFICE THAT YOUR COMMISSION HAS BEEN ISSUED.**

**Seal and Signature Requirements** To complete #1 of this application, you will need to buy a notary seal or rubber stamp. The Office of the Secretary of State does not provide seals/stamps. For suppliers, check the yellow pages in the telephone book under "office supplies", "rubber stamp suppliers", or "seals". **The seal or stamp may be of any size, but must state only the words "Notary Public", "State of Wisconsin", and your printed name. Any Wisconsin notarial seal in use by August 1, 1959 shall be considered in compliance. Initials, or a shortened first name may be used. Current last name must be in full.** No title such as "Dr." or "CPA" should appear before or after your name. When ordering a seal/stamp, **keep in mind that when performing a notarial act, you must always sign your name exactly as set forth on your seal/stamp.**

**An application submitted with an unclear seal/stamp impression, or with additional non-notarial seals affixed, cannot be accepted for filing and will be returned.** When you receive your seal or stamp, practice using it before attempting to affix it on this application. If you have held a previous commission and are reapplying and employing a seal/stamp previously used, be certain your seal/stamp impression is still totally clear and legible. If necessary, affix the impression on a separate piece of paper and attach it to your application. Do not affix other seals/stamps (as those showing county or expiration dates) on the application form, as these seals/stamps are not considered "official" notary seals, and may not appear on the application.

**Completing Your Application** (The numbers below correspond to the questions on the application form.)

- 1) Affix a clear impression of your notary seal/stamp in the space provided. (If unclear, affix additional samples on a separate sheet of plain paper and enclose with your application.)
- 2) Sign your official notarial signature using the exact spelling shown on your notary seal/stamp.
- 3) Print or type your name exactly as signed.
- 4) Print or type your complete mailing address.
- 5) Indicate the expiration date of your most recent Wisconsin notary commission unless this is your first commission.
- 6) Print or type your **full** name.
- 7) Print or type your date of birth.
- 8) Answer "yes" or "no". Attach an explanation if you answered "yes".
- 9) Answer "yes" or "no". Attach an explanation if you answered "yes".
- 10) Answer "yes" or "no". If "yes", attach complete documentation as appropriate. The Office of the Secretary of State will determine if you are eligible to become a notary.
- 11) Answer "yes" or "no".
- 12) Sign your name after you have completed the application to certify that you are an United States resident, are familiar with the duties, and that all information you have set forth on the application is true.

**Submit the completed application with the \$20 filing fee, a completed bond and a completed oath of office** to the Office of the Secretary of State of Wisconsin. Make your \$20 check payable to "Wisconsin Secretary of State". Commissions are issued every Wednesday. Effective January 1, 2005, applications for reappointment of commission are processed the Wednesday after receipt. Any time remaining on the previous term lapses when the new commission is issued. Remember, you may not perform notarial acts until notified by this office that your commission has been issued, or reissued in the case of a reappointment. A commission certificate will be sent to the mailing address indicated on this application.

**Notice** You are hereby informed that the information you provide on this form may be considered a public record available for public inspection. Wisconsin Statutes require that you provide written notice of any change of address to the Secretary of State within 10 days of the change. Grounds for revocation of your commission may include: providing false information on this application, submitting an application fee which is unredeemable due to insufficient funds, or conviction for certain crimes while holding a commission.

Office of the Secretary of State of Wisconsin  
Notary Records Section  
P.O. Box 7848  
Madison WI 53707-7848  
(608) 266-5594

# OATH OF OFFICE

## FOR FOUR YEAR NOTARY PUBLIC COMMISSION

Items 1 through 9 must be completed.

**Notary Applicant** (person applying for a four year notary commission): **Complete #3 and #4 only.** Sign #3 in the presence of a notarial officer who has administered the oath to you. **DO NOT NOTARIZE YOUR OWN SIGNATURE!**

**Notarial Officer who administers the oath to the applicant, and watches the applicant sign #3:** Complete #1 & #2, and #5 through #9. **OFFICER WHO SIGNS #6 MAY NOT BE THE APPLICANT WHO SIGNS #3.**

1. State of \_\_\_\_\_

2. County of \_\_\_\_\_

Applicant: raise your right hand and read this oath out loud, in the presence of a notarial officer.

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of the office of Notary Public, in and for the State of Wisconsin, to the best of my ability; that I am a resident of the United States, and am 18 years of age or older. So help me God.

Applicant { 3. Sign name here: \_\_\_\_\_  
4. Print name here: \_\_\_\_\_

5. Subscribed and sworn to before me on this day: \_\_\_\_\_  
month day year

6. Signature of Notarial Officer: \_\_\_\_\_

7. Type name as signed above: \_\_\_\_\_

8. Seal/stamp of Notarial Officer: ➡ ➡ ➡

NOTARIAL OFFICER'S SEAL/STAMP

9. Check only **ONE** box:

Notarial Officer is a Notary Public whose commission expires on \_\_\_\_\_

OR

Notarial Officer is a Notary Public whose commission is permanent.

OR

Notarial Officer is not acting as a Notary Public, but as authorized by section 887.01, Wisconsin Statutes, with this title: \_\_\_\_\_.

## INSTRUCTIONS - READ CAREFULLY

All persons applying or reapplying for a four year notary public commission must buy a \$500 bond from an insurance company. Although many people had personal sureties in the past, the law has changed, and an individual person can no longer act as surety. Contact the insurance company of your choice. The State of Wisconsin does not provide bonding and cannot recommend specific insurance companies. This bond form, or a bond form supplied by an insurance company, must be completed and submitted to the Secretary of State's Office as proof that you have bought a bond. Any bond form supplied by an insurance company must be in a format previously approved by this Office. The insurance company you choose to supply your bond must be qualified to write surety bonds in Wisconsin.

**Notary Applicant:** Complete #1 through #5. #1 must be an original signature.

**Insurance Agent:** Complete #6 through #11. #7, 8 and 9 must indicate surety company's information, rather than local insurance agency's name and address. For #11, if a seal or stamp is affixed, the surety's company's name on the seal or stamp must match the name listed in #7. If a power of attorney form is used, the agent's name as signed in #6 must appear on the power of attorney.

# NOTARY PUBLIC BOND

KNOW ALL TO WHOM THESE PRESENTS SHALL COME, that we (notary applicant and surety), jointly and severally, undertake and agree that the notary applicant, upon appointment to the office of Notary Public, will faithfully discharge the duties of said office according to law, and that the surety will pay to the parties entitled to receive the same, such damages, not exceeding the aggregate FIVE HUNDRED DOLLARS (\$500) as may be suffered by them in consequences of the failure of the notary applicant herein to discharge his or her duties as a Notary Public.

- |   |   |
|---|---|
| 1. _____<br>Signature of notary applicant   | 6. _____<br>Signature of surety company agent                                     |
| 2. _____<br>Print name of notary applicant  | 7. _____<br>Print name of surety company  |
| 3. _____<br>Street address of notary applicant                                    | 8. _____<br>Street address of surety company                                      |
| 4. _____<br>City                                  State                  Zip Code | 9. _____<br>City                                  State                  Zip Code |
| 5. _____<br>Daytime telephone of notary applicant                                 | 10. _____<br>Date   |
|   | 11. Surety company seal, stamp, or<br>power of attorney must be affixed.          |

After #1 through #11 have been completed, put the bond form in the same envelope as your completed oath of office, application, and application filing fee, and send to the address listed below. **A BOND MUST ALWAYS BE SENT IN WITH AN APPLICATION, FEE AND OATH OF OFFICE.** This applies to all applicants - those applying for reappointments or new commissions.

Office of the Secretary of State of Wisconsin  
Attn: Notary Records  
P. O. Box 7848  
Madison, WI 53707

# COMMON REJECTION PROBLEMS

## THE TOP TEN LIST

### **1. Seal/stamp sample required concentrated squinting to detect all letters.**

PROBLEM: Seal/stamp sample provided was too faint; letters were broken or missing; style of lettering can't produce clear lettering.

SOLUTION: Practice using your seal on another piece of paper first, to make sure it's working properly. Then put a sample on the application form. If the sample on the application isn't perfect, put more samples on additional paper, and send in with your application. Double check to be sure your name is spelled correctly, and that the seal shows your current, full last name.

### **2. Stamp sample or signature was affixed with invisible ink.**

PROBLEM: Seal/stamp sample and/or signature is missing.

SOLUTION: Put a clear sample of your seal/stamp on the application, and sign where indicated. Your signature must match the name on your seal. Signatures must be original - photocopies or signature stamps aren't acceptable.

### **3. Notary applicant's rap sheet stretches from here to tomorrow.**

PROBLEM: Applicant has been convicted of felonies, misdemeanors, is on probation, has unpaid judgments.

SOLUTION: Apply after your probation has ended, judgments are paid, and any other court orders are completed. Get a pardon if you are a convicted felon.

### **4. Of the 4 required items – fee, application, bond, oath – applicant decided one or two items were enough.**

PROBLEM: Applicant submitted only part of the paperwork needed to successfully apply for a notary commission.

SOLUTION: Send the fee with the completed application, bond and oath of office in the same envelope. Partial submittals cannot be held pending receipt of the rest of the required items.

### **5. Applicant liked the original forms so much, photocopies were sent instead.**

PROBLEM: Applicant kept the original application, bond and oath, and sent in photocopies. Photocopies are not acceptable.

SOLUTION: Keep the photocopies and send in the original forms, with original signatures.

**6. Surety company agent signed the bond form with invisible ink.**

PROBLEM: Surety agent's signature is missing from the bond form.

SOLUTION: Surety agent must sign the bond form. Additionally, the surety company's seal or stamp must appear on the bond, or instead, include a "power of attorney", showing the agent represents the surety company. A receipt showing you paid a fee to your bonding company doesn't qualify.

**7. Applicant sent in a bond that was older than dirt.**

PROBLEM: Date on the bond form is more than six months prior to the actual date of the notary commission.

SOLUTION: The date the surety company indicates on the bond form should be close to the date your notary commission is issued. Bonds more than six months old will not be accepted for filing.

**8. Applicant didn't realize it takes two to tango on an oath of office.**

PROBLEM: Oath of office is incomplete, or incorrect. It takes two people to complete an oath.

SOLUTION: The notary applicant appears in person before a notarial officer, who administers the oath to the applicant. Both persons sign the oath. The notary applicant can't complete the entire oath form alone.

**9. The notarial officer doesn't know how to tango.**

PROBLEM: The portions of the oath of office form that the notarial officer fills in are incomplete or incorrect.

SOLUTION: The notarial officer should know how to complete the oath properly. This includes: making sure the notary applicant appears in person before the officer; witnessing the applicant sign the oath; filling in all blanks, indicating state, county, date, title, expiration date; affixing signature and seal.

**10. The check paying the filing fee disintegrated entirely going through the postal system.**

PROBLEM: Filing fee was not submitted.

SOLUTION: Send appropriate filing fee along with the application, bond and oath. We are unable to hold your form to match with a check that is mailed separately. Make check payable to "Wisconsin Secretary of State". Be sure to date and sign your check. The filing fee can be paid by personal or business check, money order, or cash. The Office is unable to accept payment by credit card. If your check is not redeemable, you will be charged a bank fee as well as another filing fee. If the filing fee and bank fee aren't paid timely, the commission can't be granted, or if already granted, will be null and void. When you buy a bond, you will need to pay the insurance/surety company a fee. Payment of that fee is separate from the filing fee for the application.