

# Notary Application Process Checklist

## Notary Application and Personal Surety Forms

Following these steps will help to ensure a complete application and timely approval. Failure to complete these steps accurately will cause the rejection of your application and a delay in receiving your commission.

### 1) Obtain your Notary Seal.

- Can be rubber or embossing stamp.
- Must include your name and the words “Notary Public” and “South Dakota.” If the seal is a rubber stamp it must also include the word “seal”.
- DO NOT include an expiration date inside the border of the seal.

### 2) Complete the Notary Application.

- Make an imprint of your seal in the box at the top left of the form.
- Complete your name exactly as it appears on your seal.
- Complete the address, city, state and zip, and county. This MUST be your physical residence address. A post office box or your mailing address alone is not acceptable, but may be included for mailing purposes.
- If you reside at an address in an out-of-state county bordering South Dakota, complete the Employer/Business Name and South Dakota Business Address. This MUST be a South Dakota address.
- Complete the question if you have been a South Dakota Notary before, and if yes, enter your commission expiration date.
- Enter your date of birth.
- Answer whether you have ever been convicted of a felony.
- NOTE: Failure to answer any of these questions correctly or leaving them blank will cause your application to be rejected.

### 3) Complete the Oath portion of the application

- Enter your county of residence. If you reside at an out-of-state county bordering South Dakota, enter the county of your employer/business name.
- Enter your name exactly as it is on your seal and as it is entered in the top section.
- Date the application
- Sign the Oath.

### 4) Complete the Bond OR Personal Surety portion of the application

- For a six-year, \$5,000 surety bond, contact a local insurance company to obtain a policy.
  - Complete the Bond section of the application, listing your name exactly as it appears on your seal and as it is entered in the top section.
  - Date the section.
  - Both you and the surety must sign.
  - Do not complete the second page of the application.
- Instead of purchasing a notary bond through an insurance company, you may complete the personal surety.
  - Do not complete the Bond section of the application.
  - Complete the Personal Surety Form on the second page.
  - A personal surety can be a friend, relative, spouse or co-worker whom will sign on their own behalf and be liable for your \$5000 bond if you perform any unlawful acts with your notary commission.
  - A personal surety cannot be a company, business or organization.
  - A personal surety cannot have his/her name removed for any reason.
  - A Notary cannot be their own personal surety.

### 5) Enclose the \$30.00 filing fee

- Make checks payable to Secretary of State.

### 6) Send completed application with bond and payment to:

Secretary of State  
500 E. Capitol Ave., Suite 204  
Pierre, SD 57501

**Only after you have received a Notary Commission Certificate issued by the Secretary of State, are you authorized to notarize documents.**

Should you have any questions, contact our office at 605/773-3539 or email [Notary@state.sd.us](mailto:Notary@state.sd.us).



**State of South Dakota**  
**Notary Public Application, Oath & Bond**  
**Filing Fee: \$30.00 (Must be included to file)**

**MAKE IMPRINT OF SEAL HERE**  
(Imprint required for processing)

**Submit to: Secretary of State, 500 East Capitol Ave, Pierre, SD 57501**  
*Type or print neatly - please read instructions and complete all sections.*

TO THE SECRETARY OF STATE OF SOUTH DAKOTA: I hereby respectfully apply to be commissioned as a Notary Public for the State of South Dakota.

NAME \_\_\_\_\_  
(enter your name **exactly** as found on your seal imprint)

PHYSICAL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL (Optional) \_\_\_\_\_

Complete the following if you reside in an out-of-state county bordering South Dakota:

Employer/Business Name \_\_\_\_\_

South Dakota Business Address: \_\_\_\_\_  
Street City State Zip

Have you ever been a SD Notary Public?  Yes  No If yes, when did/does your commission expire? \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Have you ever been convicted of a felony? \_\_\_\_\_

**STATE OF SOUTH DAKOTA**

**OATH**

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, depose and state that the answers to the questions on this application are true and complete to the best of my knowledge and that I am of legal age and meet the state residency requirements of SDCL 18-1-1. I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of South Dakota and that I will faithfully and impartially perform the duties of a NOTARY PUBLIC within and for the State of South Dakota according to the law and to the best of my ability, so help me God.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Applicant Signature)

**(Entire section must be completed for a Bond)** **BOND**

Bond No. \_\_\_\_\_

**(If a Personal Surety is being used, omit the following and complete the Personal Surety form on the backside)**

We \_\_\_\_\_, as principal, and \_\_\_\_\_  
(name of notary applicant exactly as found on your seal) (name of surety company)

are bound to the State of South Dakota in the penal sum of \$5000.00 for payment of which we bind ourselves, our successors, or representatives, executors, and administrators jointly and severally hereby. This obligation is conditioned upon appointment and commission as a Notary Public of the above-named Principal by the Secretary of State and covers the official term of six (6) years from the date of appointment. If the Principal performs well and faithfully all of the duties of the office of Notary Public according to the laws of South Dakota, then the above obligation is to be null and void, otherwise, it is to remain in effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Applicant Signature)

**(Both Signatures Required)**

\_\_\_\_\_  
(Surety's Signature)

Approved by the South Dakota Attorney General

File Date: \_\_\_\_\_

Commission Date \_\_\_\_\_

Receipt No. \_\_\_\_\_

**Personal Surety Form**

Know all by these presents: That we, \_\_\_\_\_(Notary applicant’s name),  
of the County of \_\_\_\_\_and the State of South Dakota, as principal, and  
\_\_\_\_\_(Personal Surety’s name – must be an individual, not a business),  
County of \_\_\_\_\_, \_\_\_\_\_ (Address),  
State of South Dakota, as surety, are individually held firmly bound unto the State of South Dakota in the penal  
sum of five thousand dollars, for the payment of which we hereby jointly and severally bind ourselves, our  
heirs, executors, administrators and successors. Further, each of us deposes and says individually that we are  
worth \$5000, the amount of the bond, over and above our debts and liabilities, in unencumbered property,  
exclusive of property exempt from execution and forced sale under the laws of this state.

The conditions of this obligation are such that, if the above principal, \_\_\_\_\_,  
who has or will be appointed Notary Public in the State of South Dakota, shall faithfully execute the duties of  
the office according to law, then this obligation shall be null and void, otherwise to remain in full force and  
effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_  
Applicant’s Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_  
Personal Surety’s Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**A personal surety is liable for the bond for the six-year commission of the notary.  
A personal surety cannot have the personal surety’s name removed from the bond for any  
reason.**