Instructions for Completing the Oklahoma Application for Notary Public Commission
(Please read carefully)

Filing Procedure:

1. Print or type information clearly. Illegible applications or applications completed in pencil will be rejected.
2. Pay a filing fee of **$50.00** for a **new** commission and **$45.00** for a **renewal** commission. Make checks or money orders payable to the Secretary of State.
3. Mail or deliver applications **and** payment to:

   Secretary of State
   421 N.W. 13th Street, Suite 210
   Oklahoma City, OK 73103

4. Questions should be directed to the Notary Department at (405) 521-2516.

Legal Requirements to Be Commissioned an Oklahoma Notary Public:

1. **Age Requirement** - A notary public must be at least 18 years of age or older.
2. **No Felony Conviction** - Applicants must undergo a national criminal history record check, including fingerprinting. **Following submission of your application, directions for completing the background check will be sent to the email listed on your application.**
3. **English Language** - A notary public must be able to read and write in English.

Instructions for Completing Application:

1. **Name** - Type or print your first and last name **exactly** as you will sign documents as a notary public. The typed or printed name must contain, at a minimum, your first name and your last name.
2. **Current or Prior Commission** - If you are currently or have previously been commissioned as a notary public, provide the number and expiration date of your current or last commission. A commission may **NOT** be renewed earlier than 6 weeks prior to the expiration date.
3. **Former Name(s)** - If your name has changed since the last time your commission was issued, list your previous name(s).
4. **Resident Address** - Enter the street address, city, state, zip code and county of your residence. If you do not have a street address, a route number is acceptable. However, P.O. Boxes are **NOT** acceptable. If you do not have a street address or route number, provide directions to your residence.
5. **Oklahoma Non-Resident** - A notary public must either be a legal resident of Oklahoma or a non-resident employed in this state. If you are **NOT** a resident of Oklahoma, you must provide the street address, city, zip code, and county of your place of employment in Oklahoma. P. O. Boxes are **NOT** acceptable.
6. **E-Mail Address** - Your valid email address is required by law.
7. **Telephone Number** - Enter your daytime telephone number, including area code.
8. **Signature** - Sign your name **exactly** as you will sign documents as a notary public. Your signature must be identical to the name provided in Item 1.

IMPORTANT ADDITIONAL INFORMATION:

Your application for appointment as a notary public will be reviewed for completeness. Please allow 2 to 4 weeks for processing. If the application is approved, your commission will be mailed to you. Your commission will be valid for four years. **Upon receipt of your commission, you must purchase a notary seal and a $10,000.00 surety bond, and file them with the Secretary of State.**

Seal - The seal may be an embosser seal or a rubber stamp. The notary seal must contain, at a minimum, your name and the words State of Oklahoma and Notary Public. The commission number and expiration date may also be a part of the seal. A seal may be purchased from any business that makes seals and/or stamps. The Oklahoma Secretary of State does not provide notary seals or stamps.

Bond - After purchasing your notary seal or stamp, you must obtain a $10,000.00 surety bond. A bond may be purchased from any insurance agency or bonding company, or you may use individual sureties. The bond must commence on the date it is issued and terminate on the expiration date of your commission. Your surety bond, oath of office, loyalty oath, official signature, and impression of your official notary seal **must be filed with the Secretary of State within sixty (60) days after the date your commission is issued**. The filing fee, payable to the Secretary of State, is **$25.00.**

A notary public shall NOT perform any notarial act until his or her bond, official seal, oath of office, and loyalty oath have been received and approved by the Secretary of State.

OKLAHOMA APPLICATION
FOR
NOTARY PUBLIC COMMISSION

Application Fees (You must check one.):			
☐	**New**	**$50.00**	
☐	**Renewal**	**$45.00**	**Note:** A commission **cannot** be renewed earlier than 6 weeks prior to its expiration date.
☐	**Expired**	**Note:** If your commission has expired, your application must be processed as **"new."** You will be issued a new commission number and expiration date.	

NOTE: *Following submission of your application, directions for completing the national criminal history record check will be sent to the email listed on your application.*

Online filings: Expedite the processing of your commission by filing online at **https://business.sos.ok.gov**.

Mail or in-person filings: Secretary of State, 421 N.W. 13th St., Suite 210, Oklahoma City, OK 73103-3701

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION.

1. _____
   Name (Type or print your first and last name **EXACTLY** as you will sign documents as a notary public.)

2. Have you ever been commissioned as an Oklahoma Notary Public? ☐ YES ☐ NO
   If "yes", complete the following:

   _____ Name on Most Recent Commission | _____ Commission Number | _____ Commission Expiration Date

3. List former name(s), if any (e.g., name changed due to marriage, etc.): _____

4. _____
   Resident Street Address (P.O. Boxes are not acceptable.) City State Zip Code County

5. Are you a resident of Oklahoma? ☐ YES ☐ NO

If you are a **non-resident** of Oklahoma, you must list the street address of your place of employment in Oklahoma:

_____ OK _____ _____
Employment Street Address (P.O. Boxes are not acceptable.) City State Zip Code County

6. Applicant's Email Address (***required***): _____

7. Applicant's Daytime Telephone (***required***): ( ) _____

8. I, the undersigned notary applicant, declare the following statements to be true:
   a. I am 18 years of age or older; and
   b. I have never been convicted of a felony; and
   c. I am able to read and write in English.

I, the undersigned, hereby apply for appointment as a notary public in and for the State of Oklahoma and further state the information contained in this application is true and correct.

_____
(Sign your name **EXACTLY** as you will sign documents as a notary public. Your signature must match the name you have listed in Item 1 of this application.)

(10/2026)