5. For attestation of a copy of a document:

State of
County of

I certify that this is a true and correct copy of a document in the possession of

Dated

_____
(Signature of notarial officer)

(Seal, if any)

_____
Title (and Rank)

(My commission expires:)
(My commission #)

This Publication is issued by the Notary Department as authorized by the Secretary of State. Copies have not been printed but are available through the agency website.

12/2025

Oklahoma Secretary of State

Notary Public Guide

Address:
SECRETARY OF STATE
421 NW 13TH STREET, SUITE 210
OKLAHOMA CITY, OK 73103

Website Address:
Oklahoma.gov/sos

For Questions or Information:
(405) 521-2516
or
Notary@sos.ok.gov

To request applications:
(405) 521-3912

FUNCTION

A notary public acts as an official witness to the identity of a person who comes before the notary. A notary is authorized to witness or attest a signature, administer an oath or affirmation, certify an oath or affirmation, take acknowledgments, and certify or attest a copy. The notary must be certain of the identity of the person requesting the service.

QUALIFICATIONS

Under Oklahoma law, a notary public is appointed and commissioned by the Secretary of State. In order to be commissioned as a notary, an individual must:

1. be a legal resident of Oklahoma, or an out-of-state resident who is employed within Oklahoma;
2. be 18 years of age or older;
3. have not been convicted of a felony; and
4. be able to read and write in English.

TERM

The Oklahoma Secretary of State shall appoint and commission notaries public, who shall hold their office for four (4) years.

NEW COMMISSION

The application form can be obtained from the Office of the Secretary of State and through our website. The completed application with the $50.00 filing fee may be filed with the Secretary of State in person, by mail or via our website. A black & white notary commission will be mailed to the applicant upon approval and processing of the application.

RENEWAL COMMISSION

A notary public may renew his/her appointment by submitting a completed application and a $45.00 renewal fee to the Secretary of State. A renewal application **will not** be accepted earlier than six (6) weeks prior to the expiration of the notary's current appointment, or after the expiration date. A renewal commission will be mailed to the applicant upon approval and processing of the renewal application.

EXPIRED COMMISSION

An application that is received after a notary public commission has expired must be processed as a new appointment. A new commission number and date will be issued.

BOND REQUIREMENT

Before a person can act as a notary **and** no more than sixty (60) days after the issuance of his/her commission, he/she must file a $10,000.00 surety bond, an oath of office, loyalty oath and a $25.00 filing fee with the Office of the Secretary of State. The bond must be issued for a term that commences on the bond's effective date and terminates on the commission's expiration date. The notarial bond may be purchased from an insurance agency or bonding company. The notary may instead choose to have the bond signed by one or more sureties who are property owners in the notary's county of residence, or in the case of a non-resident, the county of employment. The bond must be approved by the Secretary of State. Blank bond forms are available on the Secretary of State's website at Oklahoma.gov/sos/notary/forms.html .

AUTHORITY OF A NOTARY

An Oklahoma notary public may perform notarial acts **anywhere in the state of Oklahoma** even though the appointment is for the county of residence or, in the case of a non-resident employed in Oklahoma, the county of employment. Whenever a document is notarized, the notary must indicate on the document the county in which the notarization is taking place. A notary may **not** notarize his/her own signature.

NOTARY LOG

State law does not require a notary to keep records of their official acts. However, it is recommended that a notary maintain a log of his/her official acts to assist in recalling past notarial acts, if needed, or if legally challenged. If a notary is called upon to testify in court, a log may become evidence to help establish what actually took place. Information to be retained in the notary log should include the following:

1. Date of notarial act;
2. Type of notarial act performed;
3. A description of the document;
4. The signature and printed name and address of each person for whom a notarial act was performed;
5. A description of the form of identification provided (i.e. driver's license or photo identification) or a statement that the person was "personally known" to the notary;
6. The location where the notarization was performed;
7. The amount of fee charged, if any; and
8. Personal notes.

FEES

The maximum fee a notary may charge and collect for each notarial act is five dollars ($5.00). A notary may not charge a fee to notarize an absentee ballot.

SEAL

Oklahoma law allows for the use of either a metal seal, which leaves an embossed impression, or a rubber stamp. All notary seals shall contain the name of the notary public and the words "State of Oklahoma" and "Notary Public." The expiration date and commission number may be part of the stamp or seal. A notary public may purchase the embosser seal or rubber stamp from any office supply store or stamp and seal company.

The Office of the Secretary of State does <u>not</u> endorse any company that may solicit an individual for notary supplies. Likewise, the Office of the Secretary of State is not affiliated with any of these companies.

Within ten (10) days after the loss of the seal, the notary shall deliver to the Secretary of State a written notice of the loss or theft and the date the seal was first discovered missing. In addition, the notary should notify the appropriate law enforcement agency in the case of theft.

When purchasing a replacement seal, it is advisable to have a character or symbol added to the seal to distinguish it from the missing one. Within ten (10) days after purchasing a new seal, notify the Secretary of State in writing of the date of purchase and the distinguishing character or symbol added.

CHANGE OF NAME

If a notary's name has legally changed, he/she may continue to use their former name as issued on the existing commission until it expires. If a notary wishes to use a new name, a letter of resignation must be submitted to the Secretary of State together with a completed application for a new commission and a $50.00 filing fee. This name change will establish a new commission number and expiration date. It will be necessary for the individual to purchase a new seal and file a new surety bond.

CHANGE OF ADDRESS

If the notary's resident address changes, he/she must inform the Secretary of State in writing within thirty (30) days of such change. It will **<u>not</u>** be necessary for the individual to purchase a new seal or file a new application and bond. There is no filing fee to change an address.

RESIGNATION OR DEATH

A notary who resigns his/her notarial commission shall deliver to the Secretary of State a notice of resignation and the effective date of such resignation.

A notary who ceases to reside or work in Oklahoma must resign their commission.

If a notary dies during the term of commission, the notary's heirs or personal representative, as soon as reasonably practicable, shall deliver a signed notice of the date of death to the Secretary of State.

The notary seal should be destroyed upon resignation or death.

AUTHENTICATION OF DOCUMENTS

A notary public must authenticate all of their official acts, attestations and instruments with their notary seal, official signature, commission number and the expiration date of their notary public commission. If any notary public shall neglect or refuse to comply with this requirement they shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined a sum not to exceed Fifty Dollars ($50.00).

SHORT FORM CERTIFICATES OF NOTARIAL ACTS

An "acknowledgment" means a declaration by a person that the individual has signed an instrument for the purposes stated therein and, if signing in a representative capacity, has authority to sign the instrument on behalf of the person or entity identified therein.

In taking an acknowledgment, verification, or witnessing or attesting a signature, a notary must determine, either from personal knowledge or from satisfactory identification documents that the person appearing before the notary is in fact the person whose true signature is on the instrument.

In certifying or attesting a copy of a document or other item, a notary must determine that the copy is a full, true and accurate transcription or reproduction of the original.

The following are **examples** of acknowledgments.

1. For an acknowledgment in an individual capacity:

State of
County of

This instrument was acknowledged before me on (date) by (name(s) of person(s)).

_____
(Signature of notarial officer)

(Seal, if any)

_____
Title (and Rank)

(My commission expires:)
(My commission #)

2. For an acknowledgment in a representative capacity:

State of
County of

This instrument was acknowledged before me on (date) by (name(s) of person(s)) as (type of authority, e.g., officer, trustee, etc.) of (name of party on behalf of whom instrument was executed).

_____
(Signature of notarial officer)

(Seal, if any)

_____
Title (and Rank)

(My commission expires:)
(My commission #)

3. For verification upon oath or affirmation:

State of
County of

Signed and sworn to (or affirmed) before me on (date) by name(s) of person(s) making statement).

_____
(Signature of notarial officer)

(Seal, if any)

_____
Title (and Rank)

(My commission expires:)
(My commission #)

4. For witnessing or attesting a signature:

State of
County of

Signed or attested before me on (date) by (name(s) of (person(s)).

_____
(Signature of notarial officer)

(Seal, if any)

_____
Title (and Rank)

(My commission expires:)
(My commission #)