

## Four-Year Notary Public Commission Form Instructions

This application is for a four-year Wisconsin Notary Public commission. If the applicant is a resident of the United States licensed to practice law in Wisconsin, a certificate of Good Standing from the Wisconsin Supreme Court must also be submitted.

### General Requirements:

In order to become a Notary Public under Wisconsin Statute §137.01, you must be a resident of the United States, 18 years of age or older, have at least the equivalent of an eighth grade education, show familiarity with the duties and responsibilities of a Notary Public, (this can be shown by going online to the Wisconsin Notary Tutorial [www.wdfi.org](http://www.wdfi.org) and completing the tutorial and exam) and not have an unacceptable arrest or conviction record 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 purchase an engraved official seal or official rubber stamp

### You must complete and submit the following:

- Four-year Notary Public Application
- Bond Form
- Oath of Office Form
- Certificate or Letter from step 11
- \$20 filing fee made payable to the Wisconsin Department of Financial Institutions.

### YOU MAY NOT PERFORM NOTARIAL ACTS UNTIL YOU ARE NOTIFIED BY THIS OFFICE THAT YOUR COMMISSION HAS BEEN ISSUED.

Before completing the Notary Public Application form you will need to purchase a notary seal or rubber stamp. The Wisconsin Department of Financial Institutions does not provide seal/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.** Before attempting to affix your new seal on to the application, take a few moments when you receive your seal/stamp, and practice using it. If you have held a previous commission and are reapplying, 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 therefore, may not be affixed on the application.

### Instructions for the Four-Year Notary Application (numbers correspond to the form)

1. Affix a clear impression of your notary seal/stamp in the space provided. (If it is 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. Use the C/O (care of) only if the mailing address is a business 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 you answered "Yes" attach complete documentation as appropriate. If "Yes" but for violations resulting in a ticket only, submit a brief written description. The Wisconsin Department of Financial Institutions will determine if you are eligible to become a notary.
11. Check "a" or "b" either complete the Notary Public Tutorial Exam and submit the certificate; or complete a separate signed and dated letter consisting of a written essay affirming that you are familiar with the duties and responsibilities of a notary public in Wisconsin, and explaining how such knowledge was acquired. (The fact that you are currently or have been a notary previously is not an adequate response.)
12. Sign your name after you have completed the application to certify that you are a resident of the United States, familiar with the duties, and that all information that you have set forth on the application is true. **Submit the completed application, a completed bond, a completed oath of office, certificate or letter from step 11, and the \$20 Fee** to Wisconsin Department of Financial Institutions. Make your \$20 check payable to "Wisconsin Department of Financial Institutions." 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 the 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 Wisconsin Department of Financial Institutions 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.

Wisconsin Department of Financial Institutions, Notary Records, P. O. Box 7847, Madison, WI 53707-7847 (608) 266-8915





**OATH OF OFFICE**  
**Four-Year Notary Public Commission**  
Items 1 through 9 must be completed.

**Notary Applicant** (person applying for a four-year notary public 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.

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

8. Seal/Stamp of Notarial Officer:      ➤                      ➤                      ➤

9. Check only ONE box

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

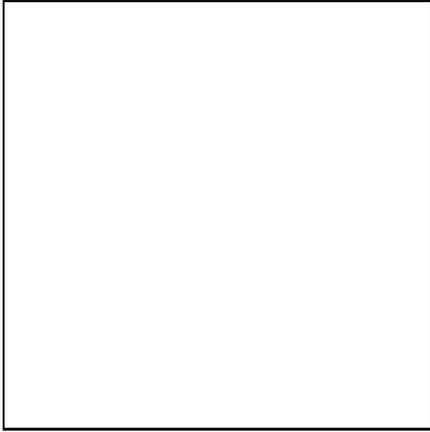
OR

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 706.07 or 887.01, Wis. Stats., with this title:

\_\_\_\_\_.



## Instructions – Read Carefully

All persons applying or reapplying for a four-year notary public commission must purchase 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 Wisconsin Department of Financial Institutions as proof that you have purchased 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 #6. #1 must be an original signature.

**Insurance Agent:** Complete #7 through #13. #'s 9, 10, and 11 must indicate surety company's information, rather than the local insurance agency's name and address. For #13, if a seal or stamp is affixed, the name of the surety company on the seal or stamp must match the name listed in #9. If a power of attorney form is used, the agent's name as signed in #7 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 consequence of the failure of the notary applicant herein to discharge his or her duties as a Notary Public.

- |                                                   |                                                                      |
|---------------------------------------------------|----------------------------------------------------------------------|
| 1. _____<br>Signature of notary applicant         | 7. _____<br>Signature of surety company agent                        |
| 2. _____<br>Print name of notary applicant        | 8. _____<br>Print name of person who signed #7                       |
| 3. _____<br>C/O                                   | 9. _____<br>Print name of surety company                             |
| 4. _____<br>Street address of notary applicant    | 10. _____<br>Mailing address of surety company                       |
| 5. _____<br>City State ZIP                        | 11. _____<br>City State ZIP                                          |
| 6. _____<br>Daytime Telephone of notary applicant | 12. _____<br>Date                                                    |
|                                                   | 13. Surety company seal, stamp or power of attorney must be affixed. |

After #1 through #13 have been completed, mail with the rest of your documents to the address below:

**A BOND MUST ALWAYS BE SENT IN THE SAME ENVELOPE AS YOUR COMPLETE OATH OF OFFICE, APPLICATION, APPLICATION FILING FEE (\$20), AND CERTIFICATE OR LETTER FROM STEP 11.**

**This applies to all applicants – those applying for reappointments or new commissions.**

**Wisconsin Department of Financial Institutions  
Attn: Notary Records  
P.O. Box 7847  
Madison, WI 53707  
(608) 266-8915**

## TOP TEN LIST OF REJECTIONS

- 1.**     **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/stamp 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/stamp shows your current, full last name.
- 2.**     **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/stamp. Signatures must be original – photocopies or signature stamps are NOT acceptable.
- 3.**     **PROBLEM:**    Applicant has been convicted of felonies, misdemeanors, is on probation or has unpaid judgments.

**SOLUTION:**    Apply after your probation has ended, judgments are paid, and any other court orders are completed. You must be pardoned if you are convicted felon.
- 4.**     **PROBLEM:**    Applicant submitted only part of the paperwork needed to successfully apply for a notary public commission.

**SOLUTION:**    Send the fee with the completed application, bond, oath of office, and Certificate or Letter from step 11, in the same envelope. Partial submittals cannot be held pending receipt of the rest of the required items.
- 5.**     **PROBLEM:**    Applicant kept the original application, bond and oath and sent in copies. Photocopies are not acceptable.

**SOLUTION:**    Keep the photocopies and send in the original forms, with original signatures.
- 6.**     **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/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.**     **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.** 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.** 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.** PROBLEM: Filing fee was not submitted.
- SOLUTION: Send appropriate filing fee along with the application, bond, oath of office, and Certificate of Tutorial Completion or Affirmation of Familiarity. We are unable to hold your form to match with a check that is mailed separately. Make check payable to "Wisconsin Department of Financial Institutions." 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.



## **Before you send in your four-year Notary Public Application have you...**

- Completed all 12 questions on your four-year Notary Public Application?**
- Completed the first 6 questions on the Bond Form, and had the bonding agency complete the remaining questions 7-13?**
- Completed Oath of Office Form in front of a Notary Public and had it notarized?**
- Printed the Certificate or prepared the letter for step 11?**
- Made a check for \$20 payable to the Wisconsin Department of Financial Institutions for the filing fee?**
- Inside your envelope that is addressed to Wisconsin Department of Financial Institutions, Attn: Notary Records, P.O. Box 7847, Madison, WI 53707, have you included the following:**
  - Completed four-year Notary Public Application**
  - Completed Bond Form**
  - Completed Oath of Office Form**
  - Certificate or Letter from step 11**
  - A \$20 check for the filing fees payable to Wisconsin Department of Financial Institutions**