

HOW TO APPLY FOR A NOTARY PUBLIC BY MAIL

To reduce the spread of Coronavirus and to protect the safety of the public and staff, the Oakland County Clerk's Office is closed to the public, except by appointment only. We strongly encourage you to utilize our mail option before considering an in-person appointment. **Note: Do not apply with the Oakland County Clerk's Office until you have received your surety/notary bond.**

- If you choose to make an appointment, **do not proceed** with the below instructions. Make your appointment by calling 248-858-0571. [Application requirements can be found online.](#)
- If you choose to proceed by mail, continue with the below instructions.
- Questions regarding the notary commission process may be directed to clerkvital@oakgov.com.

This packet contains instructions on how to apply for a notary public through the mail during the state of emergency. Before you can apply, you must first obtain a \$10,000 notary bond. Once the County Clerk's Office has received your Application for Notary Commission, notary bond and other required documentation by mail, the Clerk's Office will contact you to conduct a Zoom meeting to perform an oath of office. After the oath has been taken, the Clerk's Office will return your processed application which you will then be responsible for finalizing the process with the State of Michigan, Office of the Great Seal. Please read the following instructions carefully in order to ensure timely processing. **ALL FIELDS MUST BE FILLED IN AND ALL STEPS MUST BE FOLLOWED OR WE CANNOT PROCESS YOUR APPLICATION – use the attached checklist to ensure you have met all requirements.**

Requirements:

1. You must be a resident of Oakland County and be at least 18 years of age.
2. If you are an out-of-state resident and your principal place of business is in Oakland County, you may apply with the Oakland County Clerk's Office. You will need to provide proof of employment if your address is not in Oakland County, along with proof of your current residency.

Surety Bond:

You must obtain a \$10,000 surety bond (notary bond) through an insurance agent or company that provides bond insurance. **Your bond MUST be issued in your name.** This will be the signature you use for each notary act you perform.

Note: If you are an attorney, a bond is not required.

1. Once you receive your bond from the bonding company, ensure the bond is in your name.
2. **You must sign the bond as the "Principal" before mailing it to the Clerk's Office.** *Note: there are generally two signatures required on the bond form and both must be signed. The second "Principal" signature is under the "Oath of Office" section. Please also sign in the "Oath of Office" section and our office will notarize the Oath once we complete the Zoom hearing.*
3. The original bond must be submitted to the Clerk's Office – it will not be returned to you.

Complete Application for Notary Commission:

1. Complete the Application for Notary Commission. You may fill out the form using Adobe PDF reader. [CLICK HERE TO DOWNLOAD A MICHIGAN NOTARY PUBLIC APPLICATION.](#)
 - a. **The application MUST be filled out COMPLETELY and LEGIBLY.**
 - b. Print out the application to include it in the mailing to the Clerk's Office. Be sure to use Form 98 Revised 11/19.
 - c. Sign the application.
 - i. **Your signature on the application MUST match the name that has been printed as your "Commission Name" found at the bottom of the application.**
 - ii. Your signature must be hand-written. We cannot accept typed or digitally signed applications.

Submit your documents to the Oakland County Clerk's Office:

NOTE: You must have access to the internet with video and audio capabilities to proceed with the process. A Zoom video/audio hearing must be held to perform an oath of office. The Zoom hearing can be held on a computer, IOS or Android device. Download Zoom.us software/application prior to the hearing.

1. Complete the attached checklist and include it in your mailing. **ALL contact information MUST be filled out legibly.**
2. Include photocopy (front and back) of government issued photo ID showing current address in Oakland County.
 - a. If residence is out-of-state, **you must also provide** a photocopy of proof of employment.
3. Include application fee of \$10.00 – payable by check or money order made out to "Oakland County Clerk's Office."
4. Mail packet by USPS/UPS/Fed Ex to:

Oakland County Clerk Vital Records
1200 N. Telegraph, Dept. 413
Pontiac, MI 48341
5. Please note that USPS (regular mail) may be taking longer to process. Once we receive your paperwork and perform the oath hearing, our office will return your processed Application for Notary Commission to you by mail using USPS. You may want to include a pre-paid priority or express mail through USPS/UPS/Fed Ex to expedite the return of your application.
6. **The Clerk's Office will not be able to perform an oath if the above requirements are not met. Make sure you have satisfied all requirements and that you have COMPLETELY filled out the checklist.**

After our office receives your Application for Notary Commission:

1. Once our office receives your completed packet, we will call the number on your checklist sheet to schedule an appointment date/time for the Zoom hearing.
2. After a date has been scheduled with you, our office will send you an email with a Zoom meeting invite for assigned date/time.
3. On the date of your appointment, please join the meeting 5-10 minutes prior to your assigned time to ensure you can connect and enable both video and audio settings on your device. Our office will administer the required oath through the Zoom hearing.
4. You will need to show your government issued ID on the video hearing.
5. Once the Zoom meeting and oath has been completed, our office will mail you the processed Application for Notary Commission to the address on your checklist by mail using USPS – unless you have provided a return expedited pre-paid envelope.
6. Once you receive your processed application back from us, you will need submit it to the Office of the Great Seal. You must include their filing fee of \$10 payable to State of Michigan, and mail the application and filing fee to:

Michigan Department of State
Office of the Great Seal
7064 Crowser Drive
Lansing, MI 48918

CHECKLIST FOR SUBMITTING NOTARY APPLICATION

****NOTE: This checklist must be completed IN FULL and submitted to the Oakland County Clerk's Office along with your Application for Notary Commission. If any of the items are not provided, your application will not be processed.**

- Original \$10,000 Surety Bond included (**must be signed in two places - one as principal and one under Oath of Office**) -OR- I am an attorney (bond not required)
- Application for Notary Commission included (**signature must match "Commission Name"**) - Use Form 98 Revised 11/19
- \$10.00 check or money order included (made out to Oakland County Clerk's Office)
- Photocopy (front and back) of government issued ID included (must show current Oakland County residence -OR- Copy of proof of principal place of business in Oakland County as I do not live in Michigan (including front and back photocopy of government issued ID)

- I have access to the Internet and a device with video and audio capabilities
- I am able to download Zoom.us on my video/audio device

Name _____

Address _____ (for us to return your processed application)

Phone number _____ (where I can be reached between 9:00am-4:30pm M-F)

Email address _____ (for us to send you a Zoom meeting invite)

Questions regarding the notary application process may be directed to clerkvital@oakgov.com.

Mail to: Oakland County Clerk Vital Records
1200 N. Telegraph, Dept. 413
Pontiac, MI 48341