

State of Michigan Notary Applications Processing

Our office is reaching out to your office as we have received several communications from notaries regarding the following information. Our office would like to clarify some information so accurate information is being given out.

- **Forms**

The Office of the Great Seal has several different forms all of which can be found here:

https://www.michigan.gov/sos/0,4670,7-127-1633_95527_95532---,00.html. We are currently only accepting the version application found in the above link. When submitting, all County Seal's must be visible.

- **Who Appoints Notaries?**

The State of Michigan appoints notaries. Notary applicants with a Michigan driver's license and residence file their surety bond and take their oaths with the County they live in. Notary applicants with an out of state driver's license and residential address must file their surety bond and take their oath in the county in which they work.

- **Processing Time for Applications**

All mailed in and on-line notary applications are processed within 4-6 weeks from the date the application is received, and the payment is made to the State of Michigan.

- **Printed Commission Name vs Signature**

Commission name and signatures at bottom of application must match each other

ex: commission name John W Smith commission signature: John Smith will be rejected

- **Commission Name and Signature vs Surety bond**

The commission printed name and signature at the bottom of the notary application does not need exactly match the name and signature on the surety bond. Commission names are used for their commission period and identify how a person will be signing a document as a notary. The commission name does not need to be the notary's legal name as identified on their state identification or surety bond.

- **Commission End Date**

Commission expiration dates are determined by the State of Michigan when the person is appointed. Commission periods are for 6 or 7 years depending on when the person is appointed. The surety does not determine expiration date, nor can the state change the end date of a notary. If the notary commission is longer than the time of the bond, the notary has the option of obtaining a rider for the last year of commission or submitting a new application with a cancellation letter for the end of the year.

- **Surety Bonds**

Once an applicant is no longer covered by a surety bond (ie: loss of job where company paid for it), the notary is no longer considered an active notary as surety bonds are a legal requirement for all notaries acting in the State of Michigan. Changing the status of notary may take up to 120 days for our office to switch the applicant to inactive due to communications from the bonding companies.

Signature & Driver License

The commission signature of an **State of Michigan Notary Applications Processing**

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- **Signature & Driver License**

The commission signature of an applicant does not need to match what their driver's license states as the notary is signing how they plan to during their commission period. Signatures can be switched at any time filing a change form. Once the change is made, any previous versions of the notary's signature are no longer accepted by our office.

- **Submitting Application to the Office of the Great Seal**

Applications can either be mailed to the office of the Great Seal or uploaded to the e-Services website <https://dvsvesvc.sos.state.mi.us/TAP/>. Mailed applications should be sent to the address listed on the Notary application instruction page.

To upload an application the applicant will need to have an account with the State of Michigan. Under the driver section, at the bottom, the applicant will see a link to upload the application. Here, the applicant is able to upload the application and pay the fee online. It is required that an application be completed online before the hard copy be uploaded. The information provided on the online application will need to exactly match all information submitted on the paper application being uploaded. Applications with discrepancies will be rejected. Non - Michigan residents, must complete a paper application and submit by mail.

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