

# NOTARY FAQ'S

## Notary Frequently Asked Questions

### **Where can I verify if someone is a Michigan Notary Public?**

The Michigan Secretary of State offers a search option on their website. The information includes the individual's full name, county of appointment, appointment date, notary public expiration date, and status. To search their data base go to <https://www.michigan.gov/sos/notaryservices>

### **What are the qualifications to become a Notary?**

- Be at least 18 years old
- Be a Michigan resident or maintain a place of business in Michigan
- Be a US Citizen or possess proof of legal presence
- Be a resident of the county in which you request appointment
- For non-Michigan resident, maintain a principal place of business in the county where you request appointment
- Read and Write in the English language
- Be free of any felony convictions, misdemeanor convictions, or convictions for violating the Notary Public Act
- Not be imprisoned in any state, county or federal correctional facility.

### **What do I do if I lost my Notary Commission Certificate?**

If your certificate has been lost or destroyed and you would like to replace it, you may request a duplicate by submitting a written request to: The Office of the Great Seal, 108 South Washington Square, Suite 1, Lansing MI 48918-1750

### **What do I do if I need to change my name or my address?**

If you legally change your name or your address after you have been commissioned as a Notary Public, or if your commission certificate contains an error, you must immediately notify The Office of the Great Seal at 1-888-767-6424 or by completing the "Request for Duplicate/Notice of Change" form. There is no need to reapply, and there is no charge to correct your records.

### **How do I obtain a bond?**

You can contact your own insurance company or any bond company for a Notary Surety Bond.

### **Can I notarize in other counties?**

Yes, you can notarize throughout the state of Michigan once you have taken your oath of office. When you are in another county, other than the county you reside in, you must always include in your notarization "Acting in (name of county you are notarizing in) County".

### **Do I have to purchase a stamp and seal?**

State law in Michigan does not require you to have a stamp or seal, but for documents that are going out of State or out of the Country it is required. (Stamps & Seals can be purchased through any office supply store).

**Does the county notify me when my commission is going to expire?**

No, the county does not. That is up to the Notary Public to obtain an application and reapply.

**When do I reapply for my Notary?**

A person can apply no sooner than 60 days prior to the expiration of their current notary commission.

**How do I apply to be a Notary Public?**

Apply in person at the Oscoda County Clerk's Office by picking up the Notary application and instructions. No appointment is necessary. Office hours are Mon – Fri / 8:30am – 4:30pm – Closed for lunch daily from 12-1 pm.