

## Instructions for Applying for Appointment as a Montana Notary Public (New & Renewals)

1. Read through these instructions carefully. If there is anything you do not understand, please contact the Secretary of State's office at (406) 444-1877, (406) 444-5379 or [sosnotary@mt.gov](mailto:sosnotary@mt.gov)

- **New Notary Applicants - Please Note:** You must pass the Montana Notary Public Exam before you can apply for a commission as a Montana Notary Public. If you have not done so yet, you should take the exam before continuing with the application process.
- **Current Montana Notaries - Please Note:** You may not renew your commission more than 30 days prior to the expiration date of your current commission. You have until 30 days after the expiration of your current commission to renew your commission. If you do not renew your commission in time, you will be considered a new applicant.

2. All new and renewal applicants must complete an Application for Appointment as a Montana Notary Public. The Application must be filled out completely and correctly notarized.

- **Your name on the application and on your bond must be exactly the same.** This is the name in which your notary commission will be issued.
- Follow all the directions on the Application and provide all the requested information and documentation. **Submissions that are incomplete, notarized improperly or do not include the required documentation cannot be processed and will be returned to you.**

3. Obtain a \$10,000 **notary surety bond** written for a term of four years. These are available through most insurance companies licensed to do business in Montana. **A surety bond is not insurance for the notary.** It is meant to protect the public from any claim made against the State as a result of your actions.

- When you receive the bond, **make sure that your name is the same on both the bond and the application.**
- **Sign the bond on the line for the "Principal", using the same signature you used on the application.** This will be considered your official notary signature that will be used to verify the authenticity of any document you notarize in the future.

4. Send your **original, completed, signed Application**, your **original, signed bond**, your **exam certificate** (new applicants only) and the **non-refundable filing fee of \$25** (check or money order made payable to: Secretary of State) within 30 days (before or after) of your bond's effective date (if shown) to:

Montana Secretary of State  
Certification and Notary Services  
PO Box 202801  
Helena MT 59620-2801

5. Your Certificate of Commission will be **emailed** to you within ten to fourteen days, with a letter explaining how to obtain your notary stamp.

**YOU ARE NOT A NOTARY PUBLIC FOR THE STATE OF MONTANA UNLESS YOU HAVE RECEIVED AN OFFICIAL CERTIFICATE OF COMMISSION SHOWING YOUR NAME, CITY OF RESIDENCE, AND THE DATES OF YOUR TERM OF OFFICE ISSUED BY THE MONTANA SECRETARY OF STATE'S OFFICE.**

<b>DO NOT ORDER YOUR SEAL/STAMP UNTIL YOU HAVE RECEIVED YOUR CERTIFICATE</b>
--



# Application for Appointment as a Montana Notary Public

DTN:

FOR OFFICE USE ONLY

PRINT OR TYPE CLEARLY. FILL OUT APPLICATION COMPLETELY. Do **not** leave any blanks.  
Use "none" or "N/A" if applicable. **An incomplete application will delay your appointment.**

**NONREFUNDABLE FILING FEE: \$25** - Make check or money order payable to: Secretary of State

**CHECK ONE:** ☐ New Appointment (Attach bond, exam certificate, and filing fee)  
☐ Reappointment - Application must be submitted within 30 days before or after your commission expiration date (Attach bond and filing fee)

**PART I: Applicant Information (NOTE: Employer/Business contact information will be public record. If no Employer/Business phone number is provided, the Home/Cell phone number will be public record.)**

Enter Name exactly as it appears on attached Bond		Enter Bond Number		Date of Birth (mm/dd/yyyy)	
Home/Cell Telephone Number (include area code)		Personal E-mail Address ( <b>Mandatory</b> - your Certificate of Commission will be sent to this e-mail address)			
Home Mailing Address		City		State	Zip Code
Physical/Residential Address		City		State	Zip Code
Name of Employer/Business (if not applicable, use N/A)			Employer/Business Telephone Number (include area code)		
Employer/Business Address		City		State	Zip Code
<input type="checkbox"/> Check this box if you do not want your name shown in the "Find Notaries in a Specific City" list at <a href="http://NotarySearch.mt.gov">http://NotarySearch.mt.gov</a>					

**PART II: History (Check appropriate box)**

**YES NO**

☐ ☐ Have you ever been commissioned as a Montana Notary Public? If "Yes", complete the following:

Name on most recent Certificate of Commission	Commission Expiration Date
---	----------------------------

**YES NO**

- ☐ ☐ Within the last 10 years, have you been convicted of a felony or crime involving fraud, dishonesty or deceit?
- ☐ ☐ Within the last 10 years, have you been found in any legal proceeding or disciplinary action to have acted fraudulently, dishonestly, or deceitfully?
- ☐ ☐ Within the last 10 years, have you had a notary commission denied, revoked, or restricted in any state?

**If you checked "Yes" above, attach a detailed, written explanation and ALL associated documentation.**

**PART III: Electronic Notarization (eNotarization) (Check appropriate box)**

**YES NO**

☐ ☐ Will you be performing notarial acts with respect to electronic records?

If "Yes," identify the tamper proof technology you intend to use: \_\_\_\_\_

----- APPLICATION CONTINUED ON PAGE 2 -----

**STATEMENT & OATH of OFFICE**

I, the undersigned, making application for a Commission as Notary Public in and for the State of Montana affirm and on this date swear that: I am eighteen (18) years of age or older, I am a citizen or permanent legal resident of the United States, I am a resident of Montana or have a place of employment or practice in Montana, I am able to read and write English, the information on this application is true and correct, and, to the best of my knowledge, I am qualified to be appointed and commissioned as a Notary Public for the State of Montana.

I do solemnly swear (or affirm) that I will support, protect and defend the constitution of the United States, and the constitution of the State of Montana, and that I will discharge the duties of my office of Notary Public for the State of Montana with fidelity (so help me God).

Applicant's Signature **(this will be considered your official Notary Signature and must be used for all your Notarizations)**

**State of Montana**  
**County of** \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
(Name of applicant)

\_\_\_\_\_  
Signature of Notary

[Affix Notarial Seal/Stamp above.]



**IMPORTANT! Before sending your application, check the boxes indicating you are including the following:**

- ☐ Completed, signed, and correctly notarized original **Application for Appointment as a Montana Notary Public**
- ☐ **\$25 Non-refundable Filing Fee**  
\*Make check or money orders payable to: Secretary of State  
\*Inter Unit Journal Number (State of Montana Employees Only): \_\_\_\_\_
- ☐ Original, signed **Bond** (Do not send Errors & Omissions Policy)  
\*The name and signature on your application must match the name and signature on the bond
- ☐ **Exam Certificate** (Required for new applicants or those whose previous commission expired more than thirty days ago)

- An application missing any of the required information or documentation cannot be processed and will be returned.
- Send your application and associated documentation to:

**Montana Secretary of State**  
**Certifications and Notary Services**  
**PO Box 202801**  
**Helena, MT 59620-2801**

- Questions? Contact us at [sosnotary@mt.gov](mailto:sosnotary@mt.gov) or (406) 444-1877.

**YOUR CERTIFICATE OF COMMISSION WILL BE E-MAILED TO YOU**