

## **Notary Public Information**

### **Michigan Notary Public Act (PA 238 of 2003)**

**Effective Date April 1, 2004**

A Notary Public is an officer commissioned by the Michigan Secretary of State to serve as an unbiased and impartial witness. Commissioned notaries have the power to attest to the authenticity of a person's signature, to administer oaths and to take affidavits. Notarization on a document certifies that the person whose signature is entered on the document appeared before the notary, displayed valid ID and signed the document in the notary's presence.

To apply to become a Michigan notary public you must:

- Be at least 18 years old.
- Be a Michigan resident or maintain a place of business in Michigan.
- Be a U.S. citizen or possess proof of legal presence.
- Be a resident of the county in which you request appointment or maintain a principle place of business.
- Read and write in the English language.
- Be free of any felony or misdemeanor convictions or violations as specified.
- Not be imprisoned in any state, county or federal correctional facility.

Application forms are available in the County Clerk's Office or from the Michigan Dept. of State website at [www.mi.gov/sos](http://www.mi.gov/sos)

For electronic copies of the Notary Public Act and/or the Uniform Recognition of Acknowledgements Acts, go to [www.michiganlegislature.org](http://www.michiganlegislature.org)

Once you have completed the application form, you must then obtain a surety bond through an insurance agency and file the bond and a \$10.00 fee with the county clerk.

At the time of filing at the county clerk's office an Oath of Office will be administered. After the clerk verifies that you have complied with all requirements, you will be asked to sign the application.

After you have fulfilled the filing requirements at the county level, you must mail your completed application to the "State of Michigan" along with a check or money order to

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

Your notary commission will be mailed directly to your address in approximately 5-10 working days after it is received by the State.

Notary commissions expire six (6) years from your next birthday at time of commission issuance. Report any change of name or address to the Office of The Great Seal on the approved form.

If your certificate of appointment becomes lost, mutilated or illegible, you shall promptly apply to the Secretary of State for the issuance of a duplicate certificate. The application shall be made on a form prescribed by the Secretary of State and be accompanied by a \$10.00 fee.

Request for Duplicate/Notice of Change form is available in the County Clerk's Office or from the Michigan Dept. of State website at [www.mi.gov/sos](http://www.mi.gov/sos)

Please direct any questions to the Office of the Great Seal at (517) 373-2531.

Office hours are Monday-Friday 8:30 am – 4:30 pm. Closed all legal holidays. For more information call the Alpena County Clerk's office at (989) 354-9520.