

Notary Application Process Checklist

Notary Application

Following these steps will help to ensure a complete application and timely approval. Failure to complete these steps accurately will cause the rejection of your application and a delay in receiving your commission.

1) Obtain your Notary Seal.

- Can be rubber or embossing stamp that reflects your name as you will be commissioned under and sign by.
- Must include your name and the words “Notary Public” and “South Dakota.” If the seal is a rubber stamp it must also include the word “seal”.
- DO NOT include an expiration date inside the border of the seal.

2) Complete the Notary Application.

- Make an imprint of your seal in the box at the top left of the form.
- Complete your name **EXACTLY** as it appears on your seal.
- Complete the address, city, state and zip, and county. This **MUST** be your physical residence address. A post office box or your mailing address alone is not acceptable, but may be included for mailing purposes.
- If you reside at an address in an out-of-state county bordering South Dakota, complete the Employer/Business Name and South Dakota Business Address. This **MUST** be a South Dakota address.
- Complete the question if you have been a South Dakota Notary before, and if yes, enter your commission expiration date. Also, enter any name(s) you were previously commissioned under.
- Enter your date of birth.
- Answer whether you have ever been convicted of a felony.
- NOTE: Failure to answer any of these questions correctly or leaving them blank will cause your application to be rejected.

3) Complete the Oath portion of the application

- Enter your county of residence. If you reside at an out-of-state county bordering South Dakota, enter the county of your employer/business name.
- Enter your name exactly as it is on your seal and as it is entered in the top section.
- Date the application
- Sign the Oath with your name **EXACTLY** as it appears on your seal.

4) Complete the Bond

- For a six-year, \$5,000 surety bond, contact a local insurance company to obtain a policy.
 - Complete the Bond section of the application, listing your name exactly as it appears on your seal and as it is entered in the top section.
 - Date the section.
 - **BOTH** you and the surety must sign. Your signature must be **EXACTLY** as it appears on your seal.
 - Do not complete the second page of the application.
 - If you prefer the personal surety, do not complete this section.
- Instead of purchasing a notary bond through an insurance company, you may complete the personal surety.
 - Do not complete the Bond section of the application.
 - Complete the Personal Surety Form on the second page.
 - A personal surety can be a friend, relative, spouse or co-worker whom will sign on their own behalf and be liable for your \$5000 bond if you perform any unlawful acts with your notary commission.
 - A personal surety cannot be a company, business or organization.
 - Both you and the personal surety must sign the form, with each of your signatures being separately notarized.
 - A personal surety cannot have his/her name removed for any reason.
 - A Notary cannot be their own personal surety.

5) Enclose the \$30.00 filing fee

- Make checks payable to Secretary of State.

6) Send completed application with bond and payment to:

Secretary of State
500 E. Capitol Ave., Suite 204
Pierre, SD 57501

Only after you have received a Notary Commission Certificate issued by the Secretary of State, are you authorized to notarize documents.

Should you have any questions, contact our office at 605/773-3537 or email Notary@state.sd.us.

Personal Surety Form

Know all by these presents: That we, _____ (Notary applicant's name **EXACTLY** as it appears on your seal imprint), of the County of _____ and the State of South Dakota, as principal, and _____ (Personal Surety's name – must be an individual, not a business), County of _____, _____ (Address), State of South Dakota, as surety, are individually held firmly bound unto the State of South Dakota in the penal sum of five thousand dollars, for the payment of which we hereby jointly and severally bind ourselves, our heirs, executors, administrators and successors. Further, each of us deposes and says individually that we are worth \$5000, the amount of the bond, over and above our debts and liabilities, in unencumbered property, exclusive of property exempt from execution and forced sale under the laws of this state.

The conditions of this obligation are such that, if the above principal, _____ (Notary applicant's name **EXACTLY** as it appears on your seal imprint), who has or will be appointed Notary Public in the State of South Dakota, shall faithfully execute the duties of the office according to law, then this obligation shall be null and void, otherwise to remain in full force and effect.

Dated this _____ day of _____

Applicant's Signature
(**EXACTLY** as it appears on the seal imprint)

Subscribed and sworn to before me this _____ day of _____

(SEAL)

Notary Public
My commission expires: _____

Dated this _____ day of _____

Personal Surety's Signature

Subscribed and sworn to before me this _____ day of _____

(SEAL)

Notary Public
My commission expires: _____

A personal surety is liable for the bond for the six-year commission of the notary.

A personal surety cannot have the personal surety's name removed from the bond for any reason.