

State of South Dakota

Notary Public Application & Oath

Filing Fee: \$30.00 (Must be included to file)

Submit Application and Filing Fee to:

South Dakota Secretary of State
500 E Capitol Avenue, Pierre, SD 57501

Revised 20260522

Make Imprint of Seal Here (Imprint Required for Processing)

To the Secretary of State of South Dakota: I hereby respectfully apply to be commissioned as a Notary Public for the State of South Dakota.

Notary Applicant (Print EXACTLY as found on seal imprint)

Residential Address (CANNOT be a business address or PO BOX)	City	State	Zip	County
Mailing Address (If different from residential address)	City	State	Zip	
Phone	Email (Optional)			

Required Questions

Have you ever been a SD Notary?	☐ Yes ☐ No	If yes, when did/does your commission expire?
What name(s) was commission under?		
Date of Birth	Have you ever been convicted of a felony? ☐ Yes ☐ No	
In addition to performing traditional in-person notarizations, will you be adding e-notary services?	☐ Yes ☐ No	If yes, please attach an image of your electronic seal.
If providing these services, you must list the name(s) of the tamper-evident notarization vendor(s).		

Complete the following if you reside in an out-of-state county bordering South Dakota

Employer/Business Name			
South Dakota Business Address	City	State SD	Zip

Oath (MUST be completed and signed)

State of South Dakota	
County of _____	
I, _____	
Notary Applicant (Print EXACTLY as found on seal imprint) being first duly sworn, depose and state that the answers to the questions on this application are true and complete to the best of my knowledge and that I am of legal age and meet the state residency requirements of SDCL 18-1-1. I do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of South Dakota and that I will faithfully and impartially perform the duties of a NOTARY PUBLIC within and for the State of South Dakota according to the law and to the best of my ability.	
Dated this _____ Day of _____, 20____	Applicant Signature (Sign name EXACTLY as found on your seal imprint)
For Internal Use Only	
Receipt Number	File Date

Notary Application Checklist

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.

Obtain your Notary Seal.

- ✓ Can be a rubber, electronic or embossing stamp, shaped as a circle, square or rectangle, that reflects your name **EXACTLY** as you will be commissioned and as you will sign when notarizing.
- ✓ Must include your name and the words "Notary Public" and "South Dakota" and if the seal is a rubber stamp or electronic image it must also include the word "seal" with a surrounding border.

Complete the Notary Application.

- ✓ Make a legible imprint of your seal in the box. If you have two seals, include both on a separate sheet.
- ✓ Complete your name **EXACTLY** as it appears on your seal.
- ✓ The residence address **MUST** be your physical address. A post office box, business address or your mailing address alone is not acceptable. If your mailing address is different than your residence address, enter the address, city, state, and zip.
- ✓ Complete the questions regarding whether you have been a South Dakota Notary, your date of birth and 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.**
- ✓ If you reside at an address in an out-of-state county bordering South Dakota and work for a South Dakota employer, complete the Employer/Business Name and South Dakota Business Address. This **MUST** be a South Dakota address.

Complete the Oath portion of the application.

- ✓ Enter the county where the oath is signed.
- ✓ Enter your name **EXACTLY** as it is on your seal and as it is entered in the top section.
- ✓ Date and sign the Oath with your name **EXACTLY** as it appears on your seal.

Enclose the \$30 filing fee and send original completed application to the Secretary of State's address listed on the form. **We will not accept a photocopy of the application**

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.