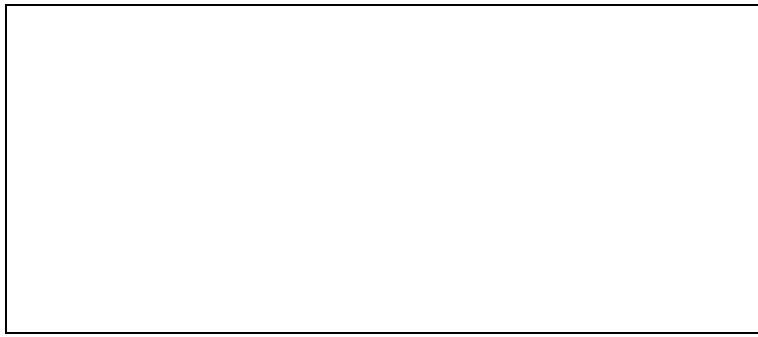


**State of South Dakota**  
**Notary Public Application, Oath, & Bond**  
**Filing Fee: \$30.00** (Must be included to file)

**Submit Application and Filing Fee to:**  
 South Dakota Secretary of State  
 500 E Capitol Avenue, Pierre, SD 57501

Revised 20240701



**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.**

<b>Notary Applicant</b> (Print EXACTLY as found on seal imprint)				
<b>Residential Address</b> (CANNOT be a business address or PO BOX)	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>County</b>
<b>Mailing Address</b> (If different from residential address)	<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Phone</b>	<b>Email</b> (Optional)			

**Required Questions**

<b>Have you ever been a SD Notary?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, when did/does your commission expire?
What name(s) was commission under?			
<b>Date of Birth</b>	<b>Have you ever been convicted of a felony?</b>		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Will you be providing e-notary services?</b>			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If yes, provide the tamper-evident notarization vendor(s). (If additional space is needed, please provide an additional sheet.)

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

<b>Employer/Business Name</b>			
South Dakota Business Address	City	State	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____	<b>Applicant Signature</b> (Sign name EXACTLY as found on your seal imprint)
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<b>For Internal Use Only</b>		
Approved by the South Dakota Attorney General	Receipt Number	File Date

**Bond (Entire section must be completed for a Bond)**

**If a Personal Surety is being used, omit this page and complete the Personal Surety page of this application.**

**Bond Number**

\_\_\_\_\_

We \_\_\_\_\_, as principal, and

**Notary Applicant** (Print EXACTLY as found on seal imprint)

**Name of Surety Company**

are bound to the State of South Dakota in the penal sum of \$5000.00 for payment of which we bind ourselves, our successors, or representatives, executors, and administrators jointly and severally hereby. This obligation is conditioned upon appointment and commission as a Notary Public of the above-named Principal by the Secretary of State and covers the official term of six (6) years from the date of appointment. If the Principal performs well and faithfully all of the duties of the office of Notary Public according to the laws of South Dakota, then the above obligation is to be null and void, otherwise, it is to remain in effect.

Dated \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

**Both Signatures Required**

<b>Applicant Signature</b> (Sign name EXACTLY as found on your seal imprint)		<b>Surety's Signature</b>

# Personal Surety Form

Know all by these presents: That I, \_\_\_\_\_ (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 \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**  
(**Exactly** as it appears on your seal imprint)

Subscribe and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**Personal Surety's Signature**

Subscribe and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

## PLEASE NOTE:

- ✓ 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.
- ✓ A personal surety or the applicant cannot notarize the Personal Surety Form.

# 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 it must also include the word "seal".

## 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.

## Complete the Bond information.

- ✓ The Attorney General's office requires a \$5,000 Notary Public Bond to accompany the application. This bond would cover any unlawful acts performed with your notary commission. The bond can EITHER be a \$5,000 Surety Bond issued by an insurance company OR an individual personal surety.

### Surety Bond

- ✓ **If you plan to obtain a surety bond from an insurance company, please do not use this form.** Your insurance company will have a form for you to complete with their signature pre-filled.
- ✓ For a six-year, \$5,000 surety bond, contact a local insurance company to obtain a policy.
- ✓ **BOTH** you and the surety must sign. Your signature must be **EXACTLY** as it appears on your seal.
- ✓ Do not complete the personal surety page of the application.
- ✓ If you prefer the personal surety, do not complete this section.
- ✓ If the insurance company has a power of attorney, please send along with application. **We do not need a copy of your errors and omissions policy.**

Or

### Personal Surety

- ✓ A personal Surety can be a friend, relative, spouse or coworker who lives in south Dakota, who 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 must be an individual and **CANNOT** be a company, business, or organization.
- ✓ Complete the Personal Surety Form by entering your name and your county of residence.
- ✓ Enter your personal surety's full name, county of residence and full address. (**CANNOT** be someone out of state).
- ✓ You (the notary) and your Personal Surety must **BOTH** sign and date the form in front of a Notary Public who is **NEITHER** you nor your personal surety.
- ✓ The Notary must notarize **BOTH** signatures and include the proper information in **BOTH** sections.

**Enclose the \$30 filing fee and send completed application to the Secretary of State's address listed on the form.**

**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](mailto:Notary@state.sd.us).