

Instructions for Renewing a Notary Commission: “REAPPOINTMENT”

The single, most-frequently asked question for the notary section of the Secretary of State’s office is: “How do I renew my commission?” Following the enactment of SB299, there is a difference between the initial and subsequent appointments.

Effective July 1, 2010 you are eligible for reappointment as a Montana Notary Public if you meet the following criteria:

- You are currently commissioned as a Notary Public for the State of Montana, and;
- You successfully submit the required documents within the sixty day statutorily allowed time period. (Thirty days before your commission expires and thirty days after.) If you submit your documents too early, they will be returned and must be resubmitted. **If you miss the deadline, you will have to apply for a “new” commission and complete a certified training course before submitting the documents again.**

When you have determined that you qualify for a reappointment, then follow the steps below:

1. Make arrangements to obtain a \$10,000 surety bond written for a term of four years. These are available through most insurance companies licensed to do business in the state of 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. In the event of such a claim, the bonding company would look to you, the notary, for repayment of the claim amount. You may wish to discuss with your insurance agent the need for Errors & Omissions Insurance to provide personal coverage to protect yourself.

2. Fill out the form titled, “Application, Statement, and Oath of Office for REAPPOINTMENT to a Commission as a Notary Public”. This form must be correctly notarized. A copy is on the next page.

- Enter your name exactly the way you normally make your signature.** This is the name in which your notary commission will be issued and it must match the name on the surety bond and your signature. (If your legal name is “John Quincy Public”, but you normally sign “J. Q. Public”, then enter J. Q. Public on the application.)
- Make sure you follow the directions on the form and provide all the information requested.** Incomplete applications will be returned for completion; this will delay the processing of your commission request. Be sure to include your mailing address to ensure delivery of your Certificate of Commission.

3. When you receive the bond:

- Make sure all appearances of your name on both the application and the bond are exactly the same.**
- If the city and county are listed on the bond make sure they are where you live, *not* where you work.**
- Sign the bond on the line for the “Principal”.**

4. Send the **original** application form and bond and the filing fee of \$25 (check or money order) **within 30 days (before or after) of the effective date of the bond (if shown) to:**

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

The Secretary of State’s website, <http://sos.mt.gov/>, will always have the most current and updated information, as well as any necessary forms and instructions. You are encouraged to visit the website, or feel free to contact the office at (406) 444-5379 or (406) 444-1877.

**APPLICATION, STATEMENT, AND OATH OF OFFICE FOR
REAPPOINTMENT AS A NOTARY PUBLIC**

10/1/10 **Filing Fee \$25.00**

NOTE: The applicant's name on this form and the associated surety bond must be exactly the same!

Your Name _____
(as it appears on the enclosed bond and will be on your commission certificate and official seal)

Date of Birth _____ **Email address** _____

Expiration Date of Current Commission _____ **Name on Current Commission** _____

Home Mailing Address

_____ **HOME (or CELL) PHONE** _____
Street/Box # Apt/Unit

City _____ State MT Zip _____

Physical/Residence Address (if different)

_____ Apt/Unit
Street

City _____ State MT Zip _____

Employment Information*

_____ **WORK PHONE** _____
Employer Name

_____ City _____ State _____ Zip Code _____
Employer Address

**If you are presently unemployed or retired, please enter "N/A" for Employer. Enter "Work at Home" if your work address is the same as your home address.*

STATEMENT & OATH of OFFICE

I, _____, the undersigned, making application for a Commission as Notary Public in and for the State of Montana affirm, and at the date hereon swear that: I am eighteen (18) years of age or older, I have resided in the State of Montana for the period of time required by Montana law, I have never been convicted of a felony, I have never had a Notary Commission denied, revoked, or restricted in any state, the information on this application is true and complete to the best of my knowledge, and 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 _____
(Must match the name printed/typed above and on bond!)

State of Montana
County of _____

Sworn to and subscribed before me this _____ day of _____ A.D., 20____, by _____.

(Signature of Notary)

[Montana notaries must complete the following if not part of stamp at left]

(Printed name of notary public)
Notary Public for the State of _____
Residing at: _____
My commission expires: _____

(Affix Notarial Seal/Stamp Above)