

Instructions for Notary Appointment

1. Attain Notary application via website:
http://www.azsos.gov/business_services/forms/notary/application.pdf
Fill out and send/fax a **copy** of the application to the Business Services Department to request the Insurance Bond. PLEASE KEEP THE ORIGINAL APPLICATION. The application and insurance bond will be returned to you for processing. (<http://www.azsos.gov> also has a nice FAQ area for Notary Questions)
2. While waiting for your insurance bond you may want to start the process to requisition the notary fee. There is a processing fee of \$43 payable to the Secretary of State. Once all documentation is received a \$43 check will need to be included with the final paperwork to the Secretary of State.
3. With the Insurance Bond you will also receive a Power of Attorney and a Notary Public Errors and Omissions Policy.
4. When you receive the Insurance Bond sign and have the bond notarized. Send the Original Notary Application, Original Insurance Bond, Power of Attorney, and the \$43 check to the Secretary of State (Address: Secretary of State's Office, 1700 W. Washington, 7th Floor, Phoenix, AZ 85007).
5. Be sure to keep a complete copy of all paperwork for your records. You retain the Notary Public Errors and Omissions Policy in your files.
6. You will receive your "Certificate" from the State. Once the certificate is received you can then order the **Notary Stamp**. Alfa-Barretts is a PVUSD vendor who can process your Notary Stamp order; you can choose a self-inking or the old-fashioned hand clamp stamp. (Please call vendor for stamp quote) Alfa-Barretts will let you fax the certificate along with the PO to them. (be sure the commission # is on the PO). Also, order yourself a Notary Public Record Book. The Book may be ordered from any office supply catalog you regularly use.
7. Call the Business Services Department with any questions, or if you need any help 602-449-2030.