NATIONAL NOTARY ASSOCIATION

Michigan Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

❑ **Step 1**

I am eligible to become a Notary and am in compliance with state requirements:

- **18 years or older**
- **Reside or have a business in Michigan, specifically in the county where I apply for appointment.**
- **A U.S. citizen or have legal residency**
- **Be able to read and write English**
- **Have no felony convictions in the past 10 years.**
- **Have maintained a clean record under the Michigan Notary Public Act, with no repeated misdemeanor violations.**

❑ **Step 2**

I purchased my state-required Notary bond and supplies at NationalNotary.org/MI/Become or I called 1-800-876-6827.

❑ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

❑ **Step 4**

The NNA has sent me an email with my bond information within two business days.

❑ **Step 5**

I have the option of completing my application online, or by paper.

NOTE: The state recommends applying online. Online applications are given priority and often are processed the same day they are received. Applications received by mail may take up to six weeks to process.

❑ **Step 6**

After printing my application, I visited the county clerk's office with my application and Notary bond, where I took the oath administered by the clerk and paid the state filing fee.

❑ **Step 7**

I submitted my final application and nonrefundable processing fee through Michigan's Online Services. If submitting by paper, I mailed the final application and processing fee (check or money order payable to the "State of Michigan") to:

Michigan Secretary of State
Office of the Great Seal
7064 Crowner Blvd.
Lansing, MI 48918-1750

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❑ **Step 8**
I have read the Michigan Notary Public Act.

❑ **Step 9**
My commission was approved, and the Secretary of State sent me my commission card and certificate within a few weeks.

❑ **Step 10**
I emailed a copy of my commission certificate to Customer Care at Releasing@NationalNotary.org or sent it via fax (with a cover sheet that included my Customer ID) to 1-818-332-4019, and my stamp was shipped.

NOTE: Any Michigan Notary package you purchase from the NNA will include your state required item: Notary bond. It's the best and most convenient way to make sure you have everything you need to become a Michigan Notary.

Questions? Contact our Customer Care Professionals
Email: Services@NationalNotary.org
Website: www.NationalNotary.org/MI/Become
Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)