

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/MI/Renew

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)

Step 1

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

- **18 years or older;**
- **Am a resident or maintain a place of business in the state;**
- **Am a U.S. citizen or possess proof of legal presence;**
- **Am a resident of the county in which I am requesting an appointment (if I do not reside in Michigan, I maintain a principal place of business in the county in which I am requesting an appointment);**
- **I can read and write the English language;**
- **I am free of any felony convictions within the past 10 years (if previously convicted of a felony, the 10-year period includes completion of the sentence for that crime, any term of imprisonment, parole or probation, and payment of all fines, costs and assessments);**
- **I have not been convicted of two or more misdemeanor offenses involving a violation of the Michigan Notary Public Act within a 12-month period while commissioned, or three or more misdemeanor offenses involving a violation of this Act within a five-year period regardless of being commissioned.**

Step 2

I purchased my state-required Notary bond, seal and supplies at www.NationalNotary.org/MI/Renew 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

I have contacted the NNA at 1-800-876-6827 if I did not provide my county at the time of my purchase (this information is required to process my bond).

Step 5

The NNA has sent me an email with my bond information 60 days before my expiration date.

Step 6

I have completed, printed and signed my application (application found at www.nationalnotary.org/file%20library/nna/applications/michigan_state_application_e.pdf).

Step 7

I have taken my completed application, Notary bond and fee payment to my county clerk. The county clerk administered my oath of office and completed the certification section on the application.

Step 8

I have mailed the application along with the state fee to:

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

❑ Step 9

If my commission is approved, the Secretary of State will send it to me within four to six weeks at the address provided on the application.

❑ Step 10

Once my documents have been received, my stamp will be shipped within 3 business days. If I need my new seal immediately, I will email a copy of my commission certificate to Customer Care at Releasing@NationalNotary.org or send via fax (with a cover sheet that includes my Customer ID) to 1-800-833-1211.