



## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/MI/Renew](http://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](http://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 (or mail, if a corporate order) with my bond information within two business days.

### ❑ 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](http://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 two 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](mailto:Releasing@NationalNotary.org) or send via fax (with a cover sheet that includes my Customer ID) to 1-800-833-1211.