

HOW TO

BECOME A NOTARY

In Illinois

START

1. QUALIFICATION

To qualify in Illinois, you must:

- Be 18 years old or older.
- Be a U.S. citizen or lawful permanent resident living in IL (or working in IL and residing in a qualifying border state).
- Not have felony convictions.



YOU'RE QUALIFIED!



YOU'RE ON YOUR WAY!



3. COMMISSION

If the Secretary of State approves your application, you will:

- Be notified to appear at the county clerk's office in 30 days or request your commission by mail.
- Record your commission with the clerk and pay the state's fee.



YOU'RE COMMISSIONED!



2. REQUIREMENTS

If you qualify, your next steps are:

- Get your Notary surety bond from a bonding agency.
- Fill out the state's application.
- Bring the application to a Notary to take your oath of office and notarize the form.
- Submit the application per the bonding agency's instructions.

GO NOTARIZE!



4. SUPPLIES

You're required to have an official stamp.

Optional items to consider are a journal, a Notary Errors & Omissions insurance policy and a carry-case that locks.

Learn more at: NationalNotary.org/Illinois

© 2019 National Notary Association