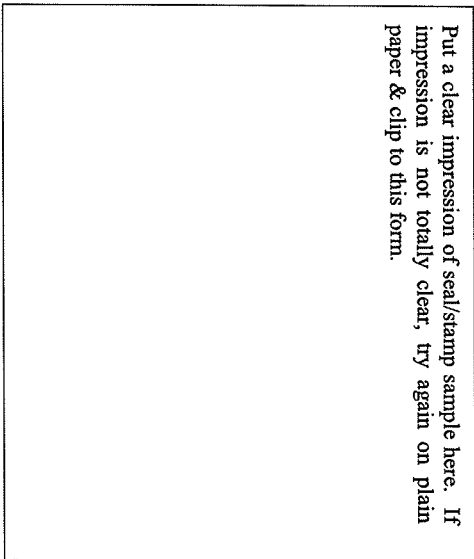


Wisconsin
Four-Year Commission
Notary Public Application
Fee \$20

OFFICE USE ONLY
Commission Issued:

1. Put a clear impression of seal/stamp sample here. If impression is not totally clear, try again on plain paper & clip to this form.



2. Sign name here exactly as on your stamp/seal

3. Print name here exactly as on your stamp/seal

4. Mailing Address: (Print or Type)
C/O _____

Street _____
City _____ State _____ Zip _____

5. Is this your first Wisconsin Commission?
 YES NO If "NO" indicate expiration date:

6. Current Full Name: _____
First Middle Last

7. Birth date: _____
Month Day Year

8. Do you have any unpaid judgments or other uncompleted court orders, including probation?
 YES NO
If "YES," attach a letter of explanation.

9. Did you ever have a notary commission, Driver's License or other state-awarded license suspended or revoked in Wisconsin or any other state?
 YES NO
If "YES," attach a letter of explanation.

10. Do you have a pending arrest, or have you ever been convicted of a violation of Wisconsin, U.S., or any other state's or country's laws? Include driving-related offenses.
 YES NO
If "YES," submit the documentation of all such arrests, including discharge papers, for each misdemeanor and felony violation. Copies are acceptable. For violations resulting in a ticket only, submit a brief written explanation. This information must be submitted each time you apply.

11. Applicants must be familiar with the duties and responsibilities of a Wisconsin Notary Public, which include (but are not limited to) knowing how to perform/document the following notarial acts: taking an acknowledgment; administering an oath or affirmation, witnessing/attesting a signature; attestation of a copy. To show your familiarity with these duties attach one of the following:

a.) A certificate printout verifying you passed the Wisconsin Notary Public Tutorial Final Quiz (available online at www.sos.state.wi.us)

OR
 b.) A separate signed and dated letter consisting of a written essay affirming that you are familiar with the duties and responsibilities of a notary public in Wisconsin, and explaining how such knowledge was acquired. (The fact that you are currently a notary or have been a notary previously is not an adequate response.)

If you have not completed either step 11a or 11b, STOP HERE! Your application cannot be accepted for filing. Take the free online Wisconsin Notary Public Tutorial at www.sos.state.wi.us.

12. To the Governor of the State of Wisconsin: I hereby apply for a four-year appointment as a Wisconsin Notary Public. I certify that I am a United States resident familiar with the duties and responsibilities of a Notary Public, and that I have at least the equivalent of an eighth grade education, and that all of the information I have provided is true.

Applicant Signature
NOTE: Signature in #2 and #12 must be original signatures – photocopied signatures, signature stamps, or faxed copies of signatures are not acceptable.

Submit completed application, bond, oath of office, and the certificate or letter from step 11, together with the \$20 fee to:

Make checks payable to: Wisconsin Secretary of State. Madison, WI 53707-7848
If the name on your last commission has changed and you have not notified us please list former name below.

Four-Year Notary Public Commission Form Instructions

This application is for a four-year Wisconsin Notary Public commission. If the applicant is a resident of the United States licensed to practice law in Wisconsin, a certificate of Good Standing from the Wisconsin Supreme Court must also be submitted.

General Requirements:

In order to become a Notary Public under Wisconsin Statute §137.01, you must be a resident of the United States, 18 years of age or older, have at least the equivalent of an eighth grade education, show familiarity with the duties and responsibilities of a Notary Public, (this can be shown by going online to the Wisconsin Notary Tutorial www.sos.state.wi.us and completing the tutorial and exam) and not have an unacceptable arrest or conviction record under Wisconsin Statutes. (Note that under current law, persons convicted in state or federal court of a felony, or persons convicted of a misdemeanor involving a violation of the public trust, may not be commissioned as notaries public for the State of Wisconsin unless they have been pardoned of the conviction.)

- You must purchase an engraved official seal or official rubber stamp**

You must complete and submit the following:

- Four-year Notary Public Application**
 Bond Form
 Oath of Office Form
 Certificate or Letter from step 11
 \$20 filing fee made payable to the Wisconsin Secretary of State.

YOU MAY NOT PERFORM NOTARIAL ACTS UNTIL YOU ARE NOTIFIED BY THIS OFFICE THAT YOUR COMMISSION HAS BEEN ISSUED.

Before completing the Notary Public Application form you will need to purchase a notary seal or rubber stamp. The Wisconsin Secretary of State Office does not provide seal/stamps. For suppliers, check the yellow pages in the telephone book under "office supplies," "rubber stamp suppliers," or "seals." **The seal or stamp may be of any size, but must state only the words "Notary Public," "State of Wisconsin," and your printed name. Any Wisconsin notarial seal in use by August 1, 1959, shall be considered in compliance. Initials or a shortened first name may be used. Current last name must be in full. No title such as "Dr." or "CPA" should appear before or after your name. When ordering a seal/stamp, keep in mind that when performing a notarial act you must always sign your name exactly as set forth on your seal/stamp. An application submitted with an unclear seal/stamp impression or with additional non-notarial seals affixed, cannot be accepted for filing and will be returned.** Before attempting to affix your new seal on to the application, take a few moments when you receive your seal/stamp, and practice using it. If you have held a previous commission and are reapplying, be certain your seal/stamp impression is still totally clear and legible. If necessary, affix the impression on a separate piece of paper and attach it to your application. Do not affix other seals/stamps (as those showing county or expiration dates) on the application form, as these seals/stamps are not considered "official" notary seals, and therefore, may not be affixed on the application.

Instructions for the Four-Year Notary Application (numbers correspond to the form)

1. Affix a clear impression of your notary seal/stamp in the space provided. (If it is unclear affix additional samples on a separate sheet of plain paper and enclose with your application.)
2. Sign your official notarial signature using the exact spelling shown on your notary seal/stamp.
3. Print or type your name exactly as signed.
4. Print or type your complete mailing address. Use the C/O (care of) only if the mailing address is a business address.
5. Indicate the expiration date of your most recent Wisconsin notary commission unless this is your first commission.
6. Print or type your **FULL** name.
7. Print or type your date of birth.
8. Answer "Yes" or "No." Attach an explanation if you answered "Yes."
9. Answer "Yes" or "No." Attach an explanation if you answered "Yes."
10. Answer "Yes" or "No." If you answered "Yes" attach complete documentation as appropriate. If "Yes" but for violations resulting in a ticket only, submit a brief written description. The Wisconsin Secretary of State will determine if you are eligible to become a notary.
11. Check "a" or "b" either complete the Notary Public Tutorial Exam and submit the certificate; or complete a separate signed and dated letter consisting of a written essay affirming that you are familiar with the duties and responsibilities of a notary public in Wisconsin, and explaining how such knowledge was acquired. (The fact that you are currently or have been a notary previously is not an adequate response.)
12. Sign your name after you have completed the application to certify that you are a resident of the United States, familiar with the duties, and that all information that you have set forth on the application is true. **Submit the completed application, a completed bond, a completed oath of office, certificate or letter from step 11, and the \$20 Fee** to Wisconsin Secretary of State. Make your \$20 check payable to "Wisconsin Secretary of State." Commissions are issued every Wednesday; effective January 1, 2005, applications for reappointment of commission are processed the Wednesday after receipt. Any time remaining on the previous term lapses when the new commission is issued. Remember, you may not perform notarial acts until notified by this office that your commission has been issued, or reissued in the case of a reappointment, a commission certificate will be sent to the mailing address indicated on the application.

NOTICE: You are hereby informed that the information you provide on this form may be considered a public record available for public inspection. Wisconsin Statutes require that you provide written notice of any change of address to the Wisconsin Secretary of State within 10 days of the change. Grounds for revocation of your commission may include: providing false information on this application, submitting an application fee which is unredeemable due to insufficient funds or conviction for certain crimes while holding a commission.

Wisconsin Secretary of State, Notary Records Division, P. O. Box 7848, Madison, WI 53707-7848 (608) 266-5594

OATH OF OFFICE

FOR FOUR YEAR NOTARY PUBLIC COMMISSION

Items 1 through 9 must be completed.

Notary Applicant (person applying for a four year notary commission): Complete #3 and #4 only. Sign #3 in the presence of a notarial officer who has administered the oath to you. **DO NOT NOTARIZE YOUR OWN SIGNATURE!**

Notarial Officer who administers the oath to the applicant, and watches the applicant sign #3: Complete #1 & #2, and #5 through #9. OFFICER WHO SIGNS #6 MAY NOT BE THE APPLICANT WHO SIGNS #3.

1. State of _____

2. County of _____

Applicant: raise your right hand and read this oath out loud, in the presence of a notarial officer.

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of the office of Notary Public, in and for the State of Wisconsin, to the best of my ability; that I am a resident of the United States, and am 18 years of age or older. So help me God.

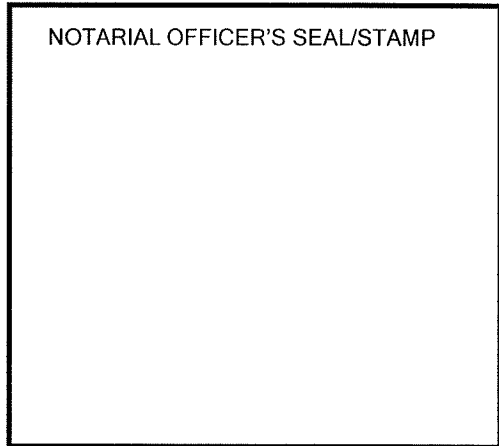
Applicant { 3. Sign name here: _____
4. Print name here: _____

5. Subscribed and sworn to before me on this day: _____
month day year

6. Signature of Notarial Officer: _____

7. Type name as signed above: _____

8. Seal/stamp of Notarial Officer: ➡ ➡ ➡



9. Check only ONE box:

Notarial Officer is a Notary Public whose commission expires on _____

OR

Notarial Officer is a Notary Public whose commission is permanent.

OR

Notarial Officer is not acting as a Notary Public, but as authorized by section 887.01, Wisconsin Statutes, with this title: _____.

INSTRUCTIONS - READ CAREFULLY

All persons applying or reapplying for a four year notary public commission must buy a \$500 bond from an insurance company. Although many people had personal sureties in the past, the law has changed, and an individual person can no longer act as surety. Contact the insurance company of your choice. The State of Wisconsin does not provide bonding and cannot recommend specific insurance companies. This bond form, or a bond form supplied by an insurance company, must be completed and submitted to the Secretary of State's Office as proof that you have bought a bond. Any bond form supplied by an insurance company must be in a format previously approved by this Office. The insurance company you choose to supply your bond must be qualified to write surety bonds in Wisconsin and the signing agent must be licensed through the Wisconsin Office of the Commissioner of Insurance.

Notary Applicant: Complete #1 through #6. #1 must be an original signature.

Insurance Agent: Complete #7 through #14. #10, 11 and 12 must indicate surety company's information, rather than local insurance agency's name and address. For #14, if a seal or stamp is affixed, the name of the surety company on the seal or stamp must match the name listed in #10. If a power of attorney form is used, the agent's name as signed in #7 must appear on the power of attorney.

NOTARY PUBLIC BOND

KNOW ALL TO WHOM THESE PRESENTS SHALL COME, that we (notary applicant and surety), jointly and severally, undertake and agree that the notary applicant, upon appointment to the office of Notary Public, will faithfully discharge the duties of said office according to law, and that the surety will pay to the parties entitled to receive the same, such damages, not exceeding the aggregate FIVE HUNDRED DOLLARS (\$500) as may be suffered by them in consequences of the failure of the notary applicant herein to discharge his or her duties as a Notary Public.

- | | |
|---|--|
| 1. _____
Signature of notary applicant | 7. _____
Signature of surety company agent |
| 2. _____
Print name of notary applicant | 8. _____
Print name of surety company agent |
| 3. _____
C/O | 9. _____
Wisconsin insurance agent license # |
| 4. _____
Street address of notary applicant | 10. _____
Print name of surety company |
| 5. _____
City State Zip Code | 11. _____
Mailing address of surety company |
| 6. _____
Daytime telephone of notary applicant | 12. _____
City State Zip Code |
| | 13. _____
Date |
| | 14. Surety company seal, stamp, or
power of attorney must be affixed. |

After #1 through #14 have been completed, put the bond form in the same envelope as your completed oath of office, application, and application filing fee, and send to the address listed below. **A BOND MUST ALWAYS BE SENT IN WITH AN APPLICATION, FEE AND OATH OF OFFICE.** This applies to all applicants - those applying for reappointments or new commissions.

Office of the Secretary of State of Wisconsin
Attn: Notary Records
P. O. Box 7848
Madison, WI 53707

COMMON REJECTION PROBLEMS

THE TOP TEN LIST

1. Seal/stamp sample required concentrated squinting to detect all letters.

PROBLEM: Seal/stamp sample provided was too faint; letters were broken or missing; style of lettering can't produce clear lettering.

SOLUTION: Practice using your seal on another piece of paper first, to make sure it's working properly. Then put a sample on the application form. If the sample on the application isn't perfect, put more samples on additional paper, and send in with your application. Double check to be sure your name is spelled correctly, and that the seal shows your current, full last name.

2. Stamp sample or signature was affixed with invisible ink.

PROBLEM: Seal/stamp sample and/or signature is missing.

SOLUTION: Put a clear sample of your seal/stamp on the application, and sign where indicated. Your signature must match the name on your seal. Signatures must be original - photocopies or signature stamps aren't acceptable.

3. Notary applicant's rap sheet stretches from here to tomorrow.

PROBLEM: Applicant has been convicted of felonies, misdemeanors, is on probation, has unpaid judgments.

SOLUTION: Apply after your probation has ended, judgments are paid, and any other court orders are completed. Get a pardon if you are a convicted felon.

4. Of the 4 required items – fee, application, bond, oath – applicant decided one or two items were enough.

PROBLEM: Applicant submitted only part of the paperwork needed to successfully apply for a notary commission.

SOLUTION: Send the fee with the completed application, bond and oath of office in the same envelope. Partial submittals cannot be held pending receipt of the rest of the required items.

5. Applicant liked the original forms so much, photocopies were sent instead.

PROBLEM: Applicant kept the original application, bond and oath, and sent in photocopies. Photocopies are not acceptable.

SOLUTION: Keep the photocopies and send in the original forms, with original signatures.

6. Surety company agent signed the bond form with invisible ink.

PROBLEM: Surety agent's signature is missing from the bond form.

SOLUTION: Surety agent must sign the bond form. Additionally, the surety company's seal or stamp must appear on the bond, or instead, include a "power of attorney", showing the agent represents the surety company. A receipt showing you paid a fee to your bonding company doesn't qualify.

7. Applicant sent in a bond that was older than dirt.

PROBLEM: Date on the bond form is more than six months prior to the actual date of the notary commission.

SOLUTION: The date the surety company indicates on the bond form should be close to the date your notary commission is issued. Bonds more than six months old will not be accepted for filing.

8. Applicant didn't realize it takes two to tango on an oath of office.

PROBLEM: Oath of office is incomplete, or incorrect. It takes two people to complete an oath.

SOLUTION: The notary applicant appears in person before a notarial officer, who administers the oath to the applicant. Both persons sign the oath. The notary applicant can't complete the entire oath form alone.

9. The notarial officer doesn't know how to tango.

PROBLEM: The portions of the oath of office form that the notarial officer fills in are incomplete or incorrect.

SOLUTION: The notarial officer should know how to complete the oath properly. This includes: making sure the notary applicant appears in person before the officer; witnessing the applicant sign the oath; filling in all blanks, indicating state, county, date, title, expiration date; affixing signature and seal.

10. The check paying the filing fee disintegrated entirely going through the postal system.

PROBLEM: Filing fee was not submitted.

SOLUTION: Send appropriate filing fee along with the application, bond and oath. We are unable to hold your form to match with a check that is mailed separately. Make check payable to "Wisconsin Secretary of State". Be sure to date and sign your check. The filing fee can be paid by personal or business check, money order, or cash. The Office is unable to accept payment by credit card. If your check is not redeemable, you will be charged a bank fee as well as another filing fee. If the filing fee and bank fee aren't paid timely, the commission can't be granted, or if already granted, will be null and void. When you buy a bond, you will need to pay the insurance/surety company a fee. Payment of that fee is separate from the filing fee for the application.