



Since 1964



PO Box 940489
Maitland, Florida 32794-0489

☎ : (800) 422-1555
☎ : (800) 224-6368
✉ : notaryhelp@notaries.com
🌐 : www.notaries.com

NOTARY ORDER FORM ILLINOIS

REQUIRED ITEMS DESCRIPTION	PRICE	SUBTOTAL
<i>(Meets/exceeds all requirements of Illinois Notary Law)</i>		
Notary Package: Includes Four Year State Required \$5,000 Notary Bond and \$5,000 notary errors & omissions coverage (\$35), State Filing Fee, Customized Self-Inking Stamp (9 colors to choose from) and a Certificate Suitable for Framing. Circle Stamp Color Choice: <input type="checkbox"/> Black <input type="checkbox"/> Pink <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Mango <input type="checkbox"/> Lilac <input type="checkbox"/> Gray <i>(If you do not choose a color for your stamp, you will receive gray)</i>	\$76.99	\$76.99
Recommended Errors & Omissions Insurance Upgrades - Choose One		+
Upgrade to \$25,000 Coverage	\$40.00	
Upgrade to \$30,000 Coverage (Receive a Record Keeping Journal)	\$50.00	
Upgrade to \$100,000 Coverage (Receive a Record Keeping Journal)	\$160.00	
ADDITIONAL NOTARY TOOLS		+
Customized Notary Embosser Seal (4 colors to choose from) <input type="checkbox"/> Black <input type="checkbox"/> Pink <input type="checkbox"/> Blue <input type="checkbox"/> Red Circle Seal Color Choice (If you do not choose a color, you will receive black) Black, Pink, Blue, & Red embossers match black, pink, blue and red customized self-inking notary stamps for a uniformed look.	35.00	
Record Keeping Journal for Notaries	\$15.00	\$15.00
Inkless Pocket-sized Finger Printer to compliment Journal	\$10.00	
Display Sign	\$6.00	
Shipping & Handling		\$6.41
<i>All Customized Self-Inking Notary Stamps come with state required black ink. The choice of color is for the stamp casing only and not ink.</i>		Amount Enclosed

Thank you for your interest in becoming a notary public. Our company has made the process simple. Because we are approved by the Illinois Secretary of State and the Illinois Department of Insurance to file your application electronically, we can promise fast turnaround and excellent customer service. Plus, your customized self-inking notary stamp is made in our own in-house stamp and seal division, ensuring a high quality product and timely delivery.

Should you require additional information, please call on us.

Sincerely,

Derrick Huckleberry

1. All forms should be printed legibly. We have highlighted the areas in blue that you must complete. Areas highlighted in green must be completed by a notary public.

2. You must attach a copy of your driver's license to the application. Failure to do so will result in a delay.

3. Total your order form and mail it with your application and payment to:

Huckleberry Notary Bonding, Inc.
Home Office Notary Processing
P O Box 940489
Maitland, FL 32794-0489

4. **Important:** Once you receive your notary certificate, you must fax or scan and email it to us so that we can manufacture your custom notary stamp. Our fax is 800-224-6368 and our email is certificate@notaries.com

If I did not choose Notary Errors & Omissions Insurance above, I understand that I am personally liable for any notarization performed by self. _____

Applicant's Signature and Date



CHECK/ MONEY ORDER VISA MASTERCARD DISCOVER AMERICAN EXPRESS

CARD NUMBER

EXPIRATION DATE

NAME ON CARD _____

SECURITY CODE _____

SIGNATURE OF CARDHOLDER _____

DAYTIME PHONE NUMBER (_____) - _____ - _____

EMAIL ADDRESS _____



Application Instructions

Complete the Application/Bond

- Complete the attached application/bond.
- Print the information so that it is legible using black ink.

IMPORTANT: YOU MUST ATTACH A COPY OF YOUR DRIVERS LICENSE TO YOUR APPLICATION

An Illinois Notary Public must notarize your notary application.

- **BEFORE YOU SIGN the Notarial Oath**, take the entire form to an Illinois Notary Public.
- You must sign this form in the presence of a notary.
- **Sign the application at the "X"**. Be sure you sign your name exactly as you have printed it.
- This is exactly how your commission and your notary seal will be issued.
- Complete the Illinois Notary Public Bond at the bottom of the page with your name and signature.
- Sign at the "X" This should match the printed/signed name on the application.

Select additional Notary supplies from our Order Form

- **Illinois notaries should use a journal as recommended by the State of Illinois**
- **E&O Insurance is highly recommended** as it protects you the notary. Notary Bonds protect the public, not you the Notary.

Send your payment information to us with the application and bond

- **Mail your payment and application to us. We must have the original application.**
 - Be sure your application is properly notarized.
 - Our mailing address is:
Huckleberry Notary Bonding
P O Box 940489
Maitland, FL 32794-0489
- The Secretary of State will mail your Illinois Notary Public Commission to the County Clerk's Office in your county of residence.
- The County Clerk will contact you by mail to register your signature with them and then provide you with your notary certificate.
- Once you receive your Notary Certificate, scan it to **info@notaries.com**

**We are here for you. Any questions or comments,
please call us at 1-800-422-1555.**

Non-resident Notary Public Application
 Jesse White — Illinois Secretary of State



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Last Name:	First Name:	Middle Name or Initial:	
Name of Business Employer:	Driver's License or State ID Card Number (attach a photocopy):		
Business Address:			
Street:	City:	State:	ZIP Code:
Business Telephone Number:	Date of Birth:	Applying for: <input type="checkbox"/> New Commission <input type="checkbox"/> Renewal of Commission	
		Current Expiration Date: _____ Commission Number: _____	
County of Business:			Home Phone:
Home Address:			
Street:	City:	State:	ZIP Code:

Has your name, address or county changed since your last commission? Yes No
 If yes, give previous name, address and/or county: _____

1. I am a U.S. citizen or an alien admitted for permanent residence. 4. I have never been convicted of a felony.
 2. I have worked or maintained a business in Illinois for 30 days. 5. I am able to read and write the English language.
 3. I am age 18 or older. 6. I have never had a notary public commission revoked in the last 10 years.

Have you ever been a notary public in this or any other state? Yes No
 If yes, list the states: _____

NOTARIAL OATH **State of Illinois, County of** _____

I do solemnly affirm, under the penalty of perjury, that the answers to all statements on this application are true, complete and correct; that I have carefully read the notary law of the State of Illinois; and that if appointed and commissioned as a notary public, I will perform faithfully, to the best of my ability, all notarial acts in accordance with the law. Further, my signature below authorizes the Office of the Secretary of State to conduct a background verification to confirm the assertions and information provided herein.

Printed Name as you want commissioned _____

Signature of Applicant as Printed Above _____

Notary Public Signature: _____

Witnessed and Affirmed this _____ day of _____, 20 _____

AFFIX NOTARY SEAL HERE

NOTARY PUBLIC BOND

THIS BOND MUST BE WRITTEN BY A COMPANY QUALIFIED WITH THE ILLINOIS DEPARTMENT OF INSURANCE TO WRITE SURETY BONDS IN THE STATE OF ILLINOIS. The Office of the Secretary of State does not recommend any particular bonding or insurance company.

Know all by these presents that we _____ as principal/applicant and **Travelers Casualty and Surety Company of America** are held firmly bound unto the People of the State of Illinois, in the penal sum of FIVE THOUSAND DOLLARS (\$5,000), for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators and assigns jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT, whereas, the above bound principal/applicant has applied for appointment by the Secretary of State of the State of Illinois as a Notary Public for a one-year term.

Now, if said principal/applicant shall truly and faithfully perform and discharge the duties of said office of Notary Public, in all things according to law, then the above obligation to be null and void, otherwise to remain in full force and virtue in law. The term of this bond is from the effective date of the principals's/applicant's commission to the expiration date of the same.

X _____
 Signature of Principal/Notary Public Applicant

X _____
 Signature of Authorized Representative of Surety Company

BOND NUMBER

AFFIX CORPORATE SEAL HERE
