

Instructions to Complete Your Michigan Notary Appointment

- 1. There are two options for completing a Michigan notary application, as follows:**
 - **Online** – Fill out an application at the [Michigan Department of State's website](#) (processing time around two weeks)
 - **Offline** – Fill out a paper application. [Click here](#) to print and complete the notary application by hand (processing time four to six weeks)
- 2. Sign your name as the “Principal” on the attached bond.** Do not sign the oath of office section. This section must be signed in front of the county clerk.
- 3. Take the surety bond and the completed notary application to the county clerk's office.**

For a \$10 - \$20 fee, the clerk will file your bond, administer the oath of office, and return the application to you. [Click here](#) to find the county clerk's office where you live.
- 4. Submit the completed application to the Michigan Department of State.**
 - If you completed the application online at the Michigan Department of State's website, [click here](#) to upload your application and pay a \$10 non-refundable processing fee.
 - If you completed a paper application, forward the application with a \$10 non-refundable processing fee (check or money order payable to the "State of Michigan") to:

Michigan Department of State
Office of the Great Seal
7064 Crowner Drive
Lansing, MI 48918

- 5. Forward us a copy of your notary commission certificate or card.**

If you ordered notary supplies, email or fax a copy of your notary commission card or commission certificate to sales@usnotaries.com.