



STATE OF ARKANSAS
Office of the Secretary of State

MARK MARTIN
SECRETARY OF STATE

Dear Notary Public Applicant:

A Notary Public's commission is for a term of ten years and may be obtained or renewed by filing an application with the Secretary of State's Business and Commercial Services office. The Notary Handbook, which you will want to review for explicit instructions, is a PDF file which you can also download from the website.

Arkansas law now requires that notary stamps and embossed seals include a notary commission number, which is issued by the Arkansas Secretary of State. The number will be issued with your certificate/oath.

An applicant for appointment as a Notary Public must list his/her name exactly as the signature will appear on each document notarized and must be in agreement with the notary seal and surety bond. A Surety Bond in the amount of \$7,500 must accompany the Secretary of State Notary application. A list of bonding companies is included in this document on page 3 and provided on the website.

You have 30 days from the date your Commission is issued by the Secretary of State, to sign it, file it with the Circuit Court in the county of your residence, and RETURN A FILE-MARKED copy back to the Secretary of State. To confirm your Commission date, check the body of your Surety Bond.

The Secretary of State offers a free 90 minute Notary Public Seminar. The seminar covers laws, governing Notaries Public in Arkansas and basic notary information on the duties and responsibilities of a Notary Public. Space is limited for these seminars. Register though the website at [Notary Seminar Registration](#) or by calling Business and Commercial Services at the number listed below.

You must return your Notary Application, Notary Surety Bond and the \$20 fee to Secretary of State Business and Commercial Services:

Mailing Address:

Secretary of State
Business and Commercial Services
State Capitol, Rom 256
Little Rock, AR 72201-1094

Physical Address:

Secretary of State
Business and Commercial Services
Suite 250, Victory Building
1401 West Capitol
Little Rock, AR 72201

If you have any questions or need further information, call our toll free number 888-233-0325 or 501-682-3409.

Sincerely,

A handwritten signature in cursive script that reads "Mark Martin".

Mark Martin
Secretary of State

1401 West Capitol, Ste., 250 • Little Rock, Arkansas 72201-1094
(501) 682-3409 • Fax (501) 682-3437
e-mail: corprequest@sos.arkansas.gov • www.sos.arkansas.gov



Arkansas Secretary of State

Mark Martin

State Capitol • Little Rock, Arkansas 72201-1094
501-682-3409 • www.sos.arkansas.gov

Business & Commercial Services, 250 Victory Building, 1401 W. Capitol, Little Rock

Instructions: Return to the Arkansas Secretary of State the following materials:

Completed Application Certificate to be completed by notary or other authorized official other than yourself
\$20.00 application fee, Check or money order made payable to Secretary of State

Copy of surety bond or contract. The bond may be purchased from a bond or insurance company of your choice. Enclose a copy of the actual bond and not the application for the bond.

Name: Each time your name appears, it must be exactly the same as the name on your bond.

Application for Notary Public

I, _____ state that I am:

(Print or type name as printed on your bond)

- A bona fide citizen of the United States or a permanent resident alien (recorded *Declaration of Domicile* attached);
- A legal resident of Arkansas or of an adjoining state and employed in Arkansas;
- 18 years of age or older;
- Able to read and write English; and
- That during the past 10 years have not had my commission as a notary revoked.

Address of Residence (No Post Office Box) City State Zip County

Address of Employment, if not Arkansas Resident City State Zip County

Address to which you would like your commission and oath mailed, if different from above:

Address City State Zip

Now therefore, I respectfully make application as an Arkansas Notary Public for a commission of 10 years and further state under oath that the information contained in this application is true and complete.

(Signature as printed on your bond)

Date

Commission number (if applicable for renewing notaries)

Certificate

State of Arkansas
County of _____

Subscribed and sworn to before me on the _____ day of _____, _____.

Signature of Notary Public or other authorized official



Arkansas Secretary of State

Mark Martin

State Capitol • Little Rock, Arkansas 72201-1094
501-682-3409 • www.sos.arkansas.gov

Business & Commercial Services, 250 Victory Building, 1401 W. Capitol, Little Rock

Please find below a list of notary bonding companies from which you may purchase your individual \$7500.00 notary surety bond.

You may choose a company from this list or one found elsewhere. The Secretary of State does not prefer or recommend one company over another.

Arkansas Notary Bonding Inc.

P.O. Box 2516
Jonesboro, AR 72402
(870) 935-4841
1-800-825-1722

Atlas Corporate & Notary Supply

P.O. Box 1638 / 8107 Ridgeway Ave.
Skokie, IL 60076
(847) 676-4884

Arkansas Notary Discount Association Co.

P.O. Box 447
Little Rock, AR 72203
1-800-366-8279
www.notarybonding.com
info@notarybonding.com

Notary Public Underwriters

P.O. Box 2428
Little Rock, AR 72203
1-800-821-0823 OR
P.O. Box 5378
Tallahassee, FL 33314
1-800-821-0823

Southern Development Corp.

104 Main Street, #B
Pine Bluff, AR 71601
(870) 534-6020
notary@sdews.com
<http://southerndevelopment.us>

American Surety Bond

P.O. Box 10244
Austin, TX 78766
(512) 497-2253

American Notary Association, Inc.

P.O. Box 8370
St. Louis, MO 63132
314-872-9908

Arkansas Surety Corp.

5 W. Hargett Street, 4th Floor
Raleigh, NC 27601
1-800-373-2804
919-859-5294
www.SuretyOne.org
suretyone@poindextersuretyervices.com

Ott Insurance Agency

831 Parkway Avenue
Conway, AR 72034
501-327-6711
ott@ottinsurance.com
www.ottinsurance.com