

# BCS Online Filing Portal User Guide



Current Modules: Notary, Apostille, and Facsimile Signature

Last updated on 6/24/2025



**Arkansas Secretary of State**  
**Cole Jester**

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### 1. Creating Your Online Account & Logging In

Before you can use our online filing portal, you'll first need to create an account in our online portal.

**Important:** If you had an account in the old system before January 25, 2024, you'll still need to create a new account.

#### Step 1: Go to the Login Page

- Visit the online portal: <https://bcs.sos.arkansas.gov>
- Click **Login** (top right corner).



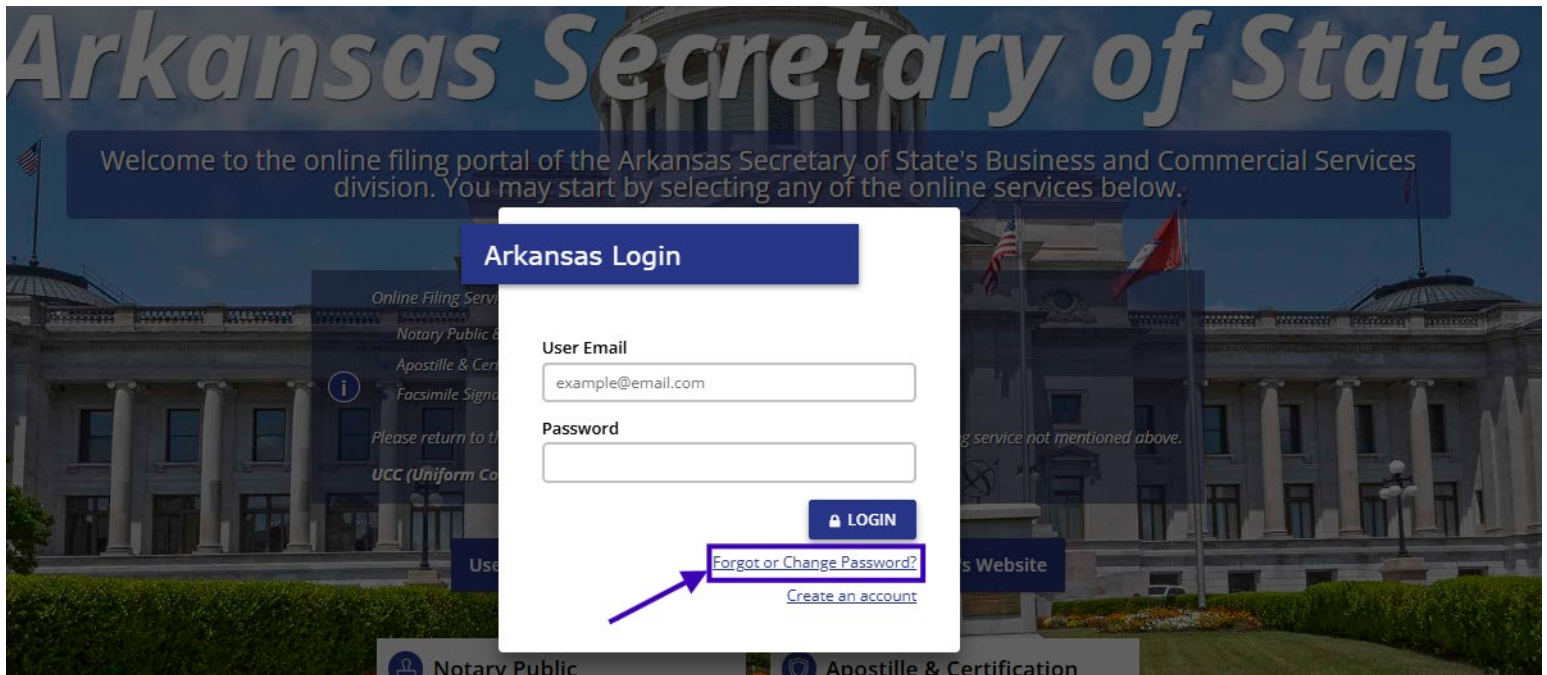
#### Step 2: Sign In or Create Your Account

If you already have an account:



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- Enter your **Email** and **Password**.
- Forgot your password? Click "**Forgot or Change Password**" and follow the instructions to reset it.  
(Note – When you receive the email to reset your password, you may see the login screen popup on the page. Simply close the popup by clicking the "X" in the top right corner of the page.)



If you need to create an account:

- Click **Create an account**.
- Fill in all required fields.
- Create a password that meets the listed security requirements.

Note: Your password will expire every 90 days. You'll receive an email reminder a week before it expires. At any time you may reset your password by clicking "Forgot or Change Password?"

(see image on next page)

Creating an Online Account & Logging In





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A screenshot of the Arkansas Secretary of State's online filing portal. The background shows a large, classical building with columns. Overlaid on this is a white form titled "Create Arkansas Account". The form has fields for "First name" (John), "Last name" (Doe), "Email" (example@email.com), "Phone" (###-###-####), "Password", and "Confirm Password". The password field includes a list of requirements: "Must be at least 12 characters", "Must contain at least 1 uppercase letter", "Must contain at least one lowercase letter", "Must contain at least one number", and "Must contain at least one special character (!\"#\$%&'()\*+,-./:;<=>?)". At the bottom of the form is a blue "CREATE ACCOUNT" button and a link "Login with existing account".

### Step 3: Complete Account Setup

- After filling in your information, click **Create Account**.
- You'll be returned to the Login page. Sign in using your new credentials.

If you run into any issues, contact our office: Phone: (501) 682-340



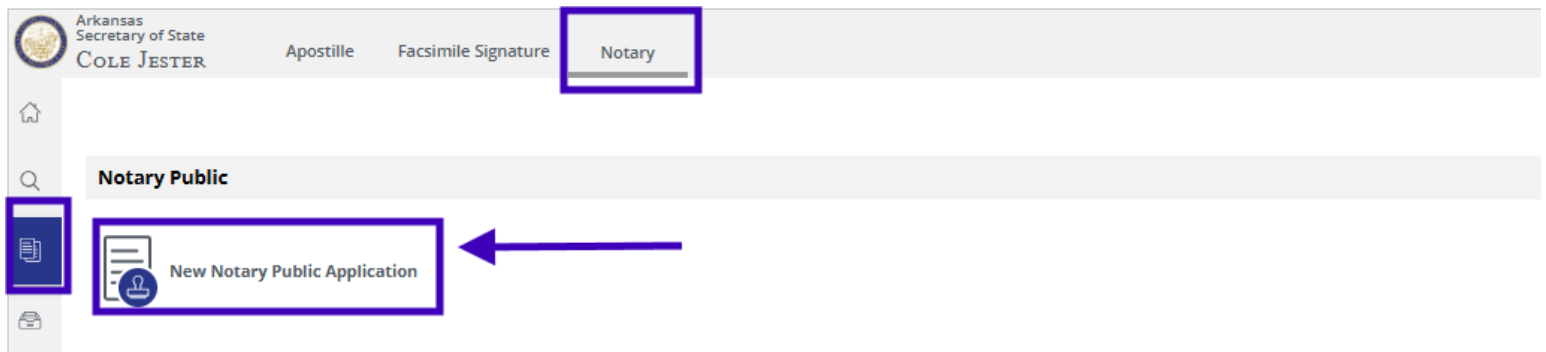
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## **2. Submitting a New Notary Application (Web Filed)**

To apply as a Notary Public in Arkansas, complete and submit the online New Notary Public Application form. You may follow the following steps in order to complete the form.

### **Step 1: Find the Form**

- Log into the online portal.
- Go to the [Forms](#) page.
- Select **New Notary Public Application** under the Notary tab.



### **Step 2: Fill Out the Application**

- Complete all required fields (marked with a red asterisk \*).
- Indicate whether you are an Arkansas resident.

(image on next page)

New Notary Application (Web Filed)



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**Applicant Name**  
*The name listed on the application must match exactly how the name is listed on the Surety Bond.*

First Name Middle/Initial Last Name Suffix

**Applicant Residential Address**  
*Enter the address of your residence. No PO Boxes are permitted.*

Are you an Arkansas resident?

☐ Yes, I am an Arkansas resident.

☐ No, I am not an Arkansas resident.

Address

STE/APT/FL

Attention

City State ZIP code

### If you are not an Arkansas resident (resident in an adjoining state):

- You must provide a valid Arkansas Employer/Business Address.
- Additional documentation is required. Refer to our Notary Handbook for more details.

If any field of the form is incomplete or has an error, the system will highlight it in red with a description of what needs to be fixed.

**Applicant Name**  
*The name listed on the application must match exactly how the name is listed on the Surety Bond.*

First Name \* Middle/Initial Last Name \* Suffix

Please enter a full name.

**Troubleshooting Note:** If you do not list the name the same in both the Applicant Information and Required Documents sections of the form, you will receive an error message.



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### Step 3: Upload Required Documents

You will need to upload the following:

- Surety Bond (.PDF format)
  - Must be a \$7,500 bond from an authorized surety insurer or qualifying Arkansas business.
  - In most cases your Surety Bond will include a Commission Start Date - use that on the online form.
    - Otherwise, use the current date.
    - If you have questions about this, contact our office.
- Certificate of Arkansas Notary Exam Completion
  - Must be completed via [Classmarker](#).

A screenshot of a web application interface for uploading documents. It contains two main sections, each with a title, instructions, and a file upload button. The first section is titled "Surety Bond Upload" and instructs the user to "Upload a Copy of Your Surety Bond - Must be .PDF format". The second section is titled "Certificate of Arkansas Notary Exam Completion Upload" and includes a note that the exam must be completed through Classmarker. Both sections have a button labeled "Select a file to upload (.pdf)". Two red arrows point to these buttons from the right side of the image.

**Troubleshooting Note:** If you receive an error that says **Upload Failed**, check to make sure that you are still logged in. The system will "time out" after a period of inactivity.





## Arkansas Secretary of State Cole Jester

### Step 4: Navigate Through the Remaining Sections of the Form

### Step 5: Electronic Signature

- Sign your application electronically by typing your name.
- Your name must match exactly across all sections of the form and in this signature field.

Signature\* Date\*

SIGNATURE HERE 06/24/2025 Today

☒ I, the undersigned, respectfully make application as an Arkansas notary public for a commission of ten (10) years and further state that the information contained in this application is true and correct.\*

Please verify the name you list on the signature line matches the name listed in the Applicant Information.

### Step 6: Submit & Pay

- Click File Online.
- You'll be redirected to the payment processor to pay the \$20 filing fee.
- Download your receipt after payment.

### Step 7: Record Your Oaths

- Track your filing status in the [My Notary Work Queue](#) page.
- Once approved by the Secretary of State's office, print **two copies** of your **Notary Oath of Commission**.
  - **Troubleshooting Tip:** Use a desktop or laptop when sending to printer.
- Take the certificates and your Surety Bond to your county's **Recorder of Deeds** (most of the time it is your County Clerk) for official recording.

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Apostille Facsimile Signature **Notary**

Home Search Forms Workview Manager **My Work Queue** My Records

### My Notary Work Queue

Search My Work Queue Results: 1

Form Information	File Number	Status	Status Date	Submission Date	Actions
<b>NEW NOTARY TEST</b> Duplicate Certificate of Commission Request	F000024619	Approved	04/22/2025	04/22/2025	

New Notary Application (Web Filed)



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**Cole Jester**

## **Step 7: Submit Recorded Oaths**

**Mail** the recorded oaths to:

Arkansas Secretary of State  
Business and Commercial Services  
500 Woodlane Avenue, Suite 256  
Little Rock, AR 72201

You may also **drop off** the recorded oaths to:

Victory Building  
1401 W Capitol Avenue, Suite 250  
Little Rock, AR 72201

**Important Note:** Your commission is not active until our office receives and processes your recorded Oath of Commission.

**At this time, oaths cannot be submitted online.**



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### 3. Submitting a Notary Renewal Application – Web Filed

You can renew your notary commission online if your current record is expired or within 60 days of expiration.

#### Step 1: Start the Renewal Process

- Log into the online portal: <https://bcs.sos.arkansas.gov>
- Use the **Notary Search** to locate your notary record.
- Search by your name or commission number.
- Select the correct information in the results grid.
- In the slide out drawer, select **File Amendment**.
- From the list of amendments, select **Notary Public Renewal**.

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Notary Staff Search

Home

Search

Forms

Workflow Manager

My Work Queue

My Records

### Notary Search

Search for a Notary Public by name, Notary Public Commission number, city, or by Special Services offered.

If you are renewing or amending a notary record, you must begin by searching for the record. Then you may click "File Amendment" after the record has been selected. You must be logged in to do this.

Advanced

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Notary Staff Search

### Notary Search

Search for a Notary Public by name, Notary Public Commission number, city, or by Special Services offered.

If you are renewing or amending a notary record, you must begin by searching for the record. Then you may click "File Amendment" after the record has been selected. You must be logged in to do this.

new notary test

Advanced

Results: 5

Name	Commencement Date	Commission #	City of Residence	Notary Status
NEW NOTARY TEST	6/20/2019 12:00 AM	12707867	Little Rock	Good Standing
NEW NOTARY TEST	6/20/2019 12:00 AM	12707868	Little Rock	Good Standing
NEW NOTARY TEST	7/8/2019 12:00 AM	12708007	Little Rock	Good Standing
NEW NOTARY TEST	7/8/2019 12:00 AM	12708008	Little Rock	Good Standing
NEW NOTARY TEST	7/12/2019 12:00 AM	12708035	Little Rock	Good Standing

NEW NOTARY TEST

File Amendment

Notary Name: NEW NOTARY TEST  
Commission #: 12708007  
City: Little Rock  
Status: Good Standing  
Commencement Date: 7/8/2019  
Expiration Date: 7/8/2029  
Title: Notary Public  
Special Services: Not Applicable



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### Step 2: Fill Out the Renewal Application

- Complete all required fields (marked with a red asterisk \*).
- Indicate whether you are an Arkansas resident.

**Applicant Name**  
*The name listed on the application must match exactly how the name is listed on the Surety Bond.*

First Name Middle/Initial Last Name Suffix

**Applicant Residential Address**  
*Enter the address of your residence. No PO Boxes are permitted.*

Are you an Arkansas resident?

☐ Yes, I am an Arkansas resident.

☐ No, I am not an Arkansas resident.

Address

STE/APT/FL

Attention

City State ZIP code

#### If you are not an Arkansas resident (resident in an adjoining state):

- You must provide a valid Arkansas Employer/Business Address.
- Additional documentation is required. Refer to our Notary Handbook for more details.

If any field of the form is incomplete or has an error, the system will highlight it in red with a description of what needs to be fixed.

**Applicant Name**  
*The name listed on the application must match exactly how the name is listed on the Surety Bond.*

First Name\* Middle/Initial Last Name\* Suffix

Please enter a full name.





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**Troubleshooting Note:** If you do not list the name the same in both the Applicant Information and Required Documents sections of the form, you will receive an error message.

### Step 3: Upload Required Documents

You will need to upload the following:

- Surety Bond (.PDF format)
  - Must be a \$7,500 bond from an authorized surety insurer or qualifying Arkansas business.
  - In most cases your Surety Bond will include a Commission Start Date - use that on the online form.
    - Otherwise, use the current date.
    - If you have questions about this, contact our office.
- Certificate of Arkansas Notary Exam Completion
  - Must be completed via [Classmarker](#).

The screenshot shows a web form with two distinct upload sections. The first section, titled 'Surety Bond Upload', contains the instruction 'Upload a Copy of Your Surety Bond - Must be .PDF format' followed by an information icon and a dashed box with a cloud icon and the text 'Select a file to upload (.pdf)'. A red arrow points to this section. The second section, titled 'Certificate of Arkansas Notary Exam Completion Upload', contains the instruction 'The Notary Exam must be completed through [Classmarker](#). Once you have received your certificate, you must upload it below.' followed by 'Upload the Certificate of Arkansas Notary Exam Completion - Must be .PDF format' and another information icon. Below this is a dashed box with a cloud icon and the text 'Select a file to upload (.pdf)'. A red arrow points to this section.

**Troubleshooting Note:** If you receive an error that says **Upload Failed**, check to make sure that you are still logged in. The system will “time out” after a period of inactivity.



## Arkansas Secretary of State Cole Jester

### Step 4: Navigate Through the Remaining Sections of the Form

### Step 5: Electronic Signature

- Sign your application electronically by typing your name.
- Your name must match exactly across all sections of the form and in this signature field.

Signature\* Date\*

SIGNATURE HERE 06/24/2025 Today

☒ I, the undersigned, respectfully make application as an Arkansas notary public for a commission of ten (10) years and further state that the information contained in this application is true and correct.\*

Please verify the name you list on the signature line matches the name listed in the Applicant Information.

### Step 6: Submit & Pay

- Click File Online.
- You'll be redirected to the payment processor to pay the \$20 filing fee.
- Download your receipt after payment.

### Step 7: Record Your Oaths

- Track your filing status in the [My Notary Work Queue](#) page.
- Once approved by the Secretary of State's office, print **two copies** of your **Notary Oath of Commission**.
  - **Troubleshooting Tip:** Use a desktop or laptop when sending to printer.
- Take the certificates and your Surety Bond to your county's **Recorder of Deeds** (most of the time it is your County Clerk) for official recording.

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Apostille Facsimile Signature **Notary**

Home Search Forms Workflow Manager **My Work Queue** My Records

#### My Notary Work Queue

Search My Work Queue Results: 1

Form Information	File Number	Status	Status Date	Submission Date	Actions
<b>NEW NOTARY TEST</b> Duplicate Certificate of Commission Request	F000024619	Approved	04/22/2025	04/22/2025	



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## **Step 7: Submit Recorded Oaths**

**Mail** the recorded oaths to:

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Business and Commercial Services  
500 Woodlane Avenue, Suite 256  
Little Rock, AR 72201

You may also **drop off** the recorded oaths to:

Victory Building  
1401 W Capitol Avenue, Suite 250  
Little Rock, AR 72201

**Important Note:** Your commission is not active until our office receives and processes your recorded Oath of Commission.

**At this time, oaths cannot be submitted online.**



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### 4. Submitting a Notary Amendment (Web Filed)

You can update your contact information (county of commission, address, or email) online if you are a Notary in Good Standing. Below are the steps on how this can be done:

#### Step 1: Start the Amendment Process

- Log into the online portal: <https://bcs.sos.arkansas.gov>
- Use the **Notary Search** to locate your notary record.
- Search by your name or commission number.
- Select the correct information in the results grid.
- In the slide out drawer, select **File Amendment**.
- From the list of amendments, select **Notary Public Renewal**.

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Notary Search

Search for a Notary Public by name, Notary Public Commission number, city, or by Special Services offered.

If you are renewing or amending a notary record, you must begin by searching for the record. Then you may click "File Amendment" after the record has been selected. You must be logged in to do this.

new notary test

Advanced

Name	Commencement Date	Commission #	City of Residence	Notary Status
NEW NOTARY TEST	6/20/2019 12:00 AM	12707867	Little Rock	Good Standing
NEW NOTARY TEST	6/20/2019 12:00 AM	12707868	Little Rock	Good Standing
NEW NOTARY TEST	7/8/2019 12:00 AM	12708007	Little Rock	Good Standing
NEW NOTARY TEST	7/8/2019 12:00 AM	12708008	Little Rock	Good Standing
NEW NOTARY TEST	7/12/2019 12:00 AM	12708035	Little Rock	Good Standing

Results: 5

NEW NOTARY TEST

File Amendment

Notary Name	NEW NOTARY TEST
Commission #	12708007
City	Little Rock
Status	Good Standing
Commencement Date	7/8/2019
Expiration Date	7/8/2029
Title	Notary Public
Special Services	Not Applicable





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### Step 2: Select the Information to be Amended

You can update:

- **Residential or Mailing Address:** Check "I need to update my address."
- **Employer/Business Address (for non-residents):** Check "I need to update my Employer/Business Address."
- **Email Address or Phone Number:** Update these fields directly.

A screenshot of the "Notary Information" form. The form has four input fields for "First Name" (containing "NEW"), "Middle/Initial" (containing "NOTARY"), "Last Name" (containing "TEST"), and "Suffix" (empty). Below these is a "Commission Number" field with "12707867" and a "Commission Expiration Date" field with "06/20/2029" and a calendar icon. At the bottom, there are two checkboxes: "I need to update my addresses." and "I need to update my Employer/Business Address (only applicable for nonresidents to Arkansas)." A red rectangle highlights these two checkboxes, and a red arrow points from the "Commission Expiration Date" field down to the first checkbox.

**Important:** Name changes **cannot** be submitted online. You must complete a paper application and include certified documentation (e.g., marriage license, divorce decree).

Paper applications for name changes can be mailed or dropped off at:

**Arkansas Secretary of State**  
Business and Commercial Services  
1401 W Capitol Avenue, Suite 250  
Little Rock, AR 72201



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### Step 3: Submit the Amendment

- Review your changes carefully.
- Click **File Online** to submit.

### Step 4: Track Your Amendment

- Check the status of your filing and download any updated documents from your [My Notary Work Queue](#) page.

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Apostille Facsimile Signature **Notary**

Home Search Forms Workflow Manager **My Work Queue** My Records

### My Notary Work Queue

Search My Work Queue Results: 1

Form Information	File Number	Status	Status Date	Submission Date	Actions
<b>NEW NOTARY TEST</b> Duplicate Certificate of Commission Request	F000024619	Approved	04/22/2025	04/22/2025	



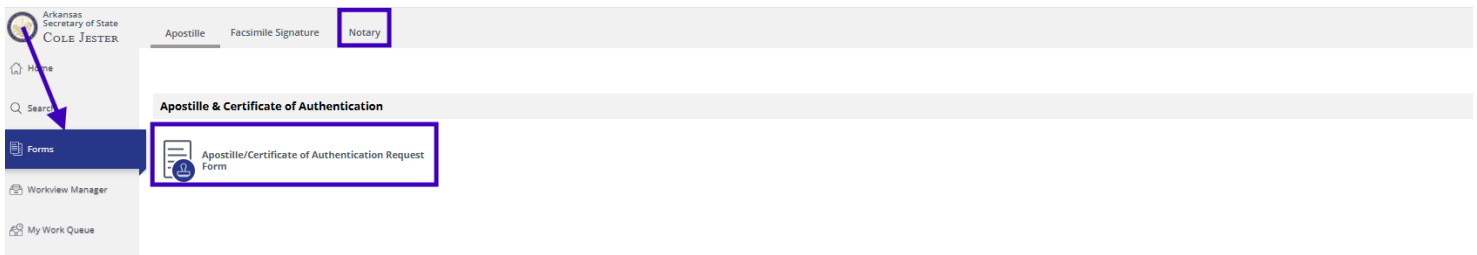
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**Cole Jester**

## 5. Preparing an Apostille/Certification Filing Online

You can submit requests for Apostille or Certification of Authentication through the online portal. You may complete the following steps to submit this request.

### Step 1: Access the Request Form

- Log into the online portal: <https://bcs.sos.arkansas.gov>
- Go to the **Forms** page.
- Select **Apostille/Certification of Authentication Request Form** under the Apostille tab.



### Step 2: Complete the Request Form

- Fill out all required fields (marked with a red asterisk \*).
- Select the country where your documents will be used. This determines whether an Apostille or Certification of Authentication will be issued.

(image on next page)



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**Document Information:**  
*Please provide the following information about your documents. The original documents must be sent to our office with this request.*

What country will your documents be used in? \*  
*An Apostille or Certificate of Authentication is not valid for use inside the United States.*

Peru ▼

Please affirm the following: \*

☐ I acknowledge this country IS a part of the Hague convention and an Apostille will be generated.

Requested Document Type: \*

*All documents submitted must be an original or certified copy. Please do not submit photocopies.*

☐ Background Check  
☐ Birth Certificate  
☐ Copies  
☐ Death Certificate  
☐ Diploma  
☐ Divorce Decree  
☐ Financial – Personal  
☐ Legacy Document  
☐ Marriage License  
☐ Other  
☐ Power of Attorney  
☐ Proof of Life  
☐ School Transcript  
☐ Single Status Certificate

- Indicate who is submitting the documents (individual, firm, or agency).
- Provide clear return instructions, including:
  - Mailing address for return.
  - Preferred delivery method.
  - Pre-paid return envelope or shipping label (optional but recommended for tracking).

**Note:** You may also email a pre-paid shipping label to [corprequest@sos.arkansas.gov](mailto:corprequest@sos.arkansas.gov).

### Step 3: Submit & Pay (Two Options)

#### Option 1: Pay Online

- Select **Pay Online**, then **Print and Mail**.
- Enter payment information for the filing fee.
- After payment, print your Request Form from your [My Apostille Work Queue](#).





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**Note:** Filing fees are non-refundable. If your filing is rejected, you must resubmit and pay the fee again.

### Option 2: Pay by Check or Money Order

- Select **"Send in a check or money order"** (without online payment).
- Include your check or money order with your documents when mailing.

**Payment Method**Help ?

**Choose a payment option: \***

- ☐ Pay online (click pay "pay online, then print and mail" below)
- ☐ Send in a check or money order with the application

☒ **Print and Mail**

By selecting "File Online," you are submitting an apostille or authentication request to the Secretary of State's office.

In order to complete this request, you must send your printed request form and the documents being authenticated to our office. You may either mail the documents by USPS, send it by expedited shipping through FedEx or UPS, or drop off the documents to our office. You may send them to the address below:

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

A pre-paid return envelope or shipping label may be provided with the documents that are submitted to our office. You may also email a pre-paid shipping label may be emailed to our office at [corprequest@sos.arkansas.gov](mailto:corprequest@sos.arkansas.gov).

If there is no return envelope or pre-paid shipping label provided, the Secretary of State's office will return the documents via standard mail to the provided mailing address. There will be no tracking or delivery status provided after it has left our office. Our office is not responsible for lost documents.

**Please note: Any filing fees paid in the online portal are non-refundable. Any filing that is rejected must be resubmitted and the subsequent filing fee must be paid as well.**

If you have any further questions, you may contact our office at (501) 682-3409.

☐ Pay Online, then Print and Mail



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**Cole Jester**

## **Step 5: Mail or Deliver Your Documents**

Send your printed Request Form along with the documents to be authenticated to:

Arkansas Secretary of State  
Business and Commercial Services  
1401 W Capitol Avenue, Suite 250  
Little Rock, AR 72201

- We recommend using expedited shipping (FedEx, UPS) for tracking.
- You may also mail via USPS or drop off documents in person.
- If no pre-paid shipping label or return envelope is provided, documents will be returned via standard mail without tracking.



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## **6. Helpful Links & Contact Information**

### **Quick Links:**

- [SOSE Online Portal](#)
- [Notary Handbook](#) (PDF)
- [Arkansas Notary Search](#)
- [Apostille/Certification Verification](#)
- [Classmarker - Notary Exam](#)
- [Apostille/Certification Brochure](#) (PDF)
- [Notary Frequently Asked Questions](#) (PDF)

### **Contact Information:**

If you need assistance or have questions, please contact us:

Arkansas Secretary of State  
Business and Commercial Services  
1401 W Capitol Avenue, Suite 250  
Little Rock, AR 72201

**Phone: (501) 682-3409**