

# AR SOSE System Manual

Version 2



Module: Notary, Apostille, and Facsimile Signature

Last updated on 5/16/2024



Arkansas Secretary of State  
**JOHN THURSTON**

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## Arkansas Secretary of State **JOHN THURSTON**

### Creating an Online Account & Logging In

In order to apply to become a Notary, update your Notary records, or prepare documents to be authenticated by Apostille or Certification, you must create a free account in our online filing portal.

If you have created an account in our previous system prior to 1/25/2024, you will need to create a new account

You will need to click the Login button located at the top right hand corner of the online portal.





## Arkansas Secretary of State **JOHN THURSTON**

From here you will be taken to the Arkansas Login page. If you have already created an account, login using your user email address and password.

A screenshot of the "Arkansas Login" web form. It features a dark red header with the text "Arkansas Login". Below the header are two input fields: "User Email" with the placeholder "example@email.com" and "Password". To the right of the password field is a dark red "LOGIN" button. Below the login button are two links: "Forgot or Change Password?" and "CREATE AN ACCOUNT" (highlighted in yellow).

If you have forgotten your password, you may click the link on this page and you will provide your email in order to receive a link to change your password.

If you have not previously created an account, select the Create an account hyperlink.

You will be directed the Create Arkansas Account page. Provide all of the required information on this page. You will also need to create a password with the requirements that are listed on this page.

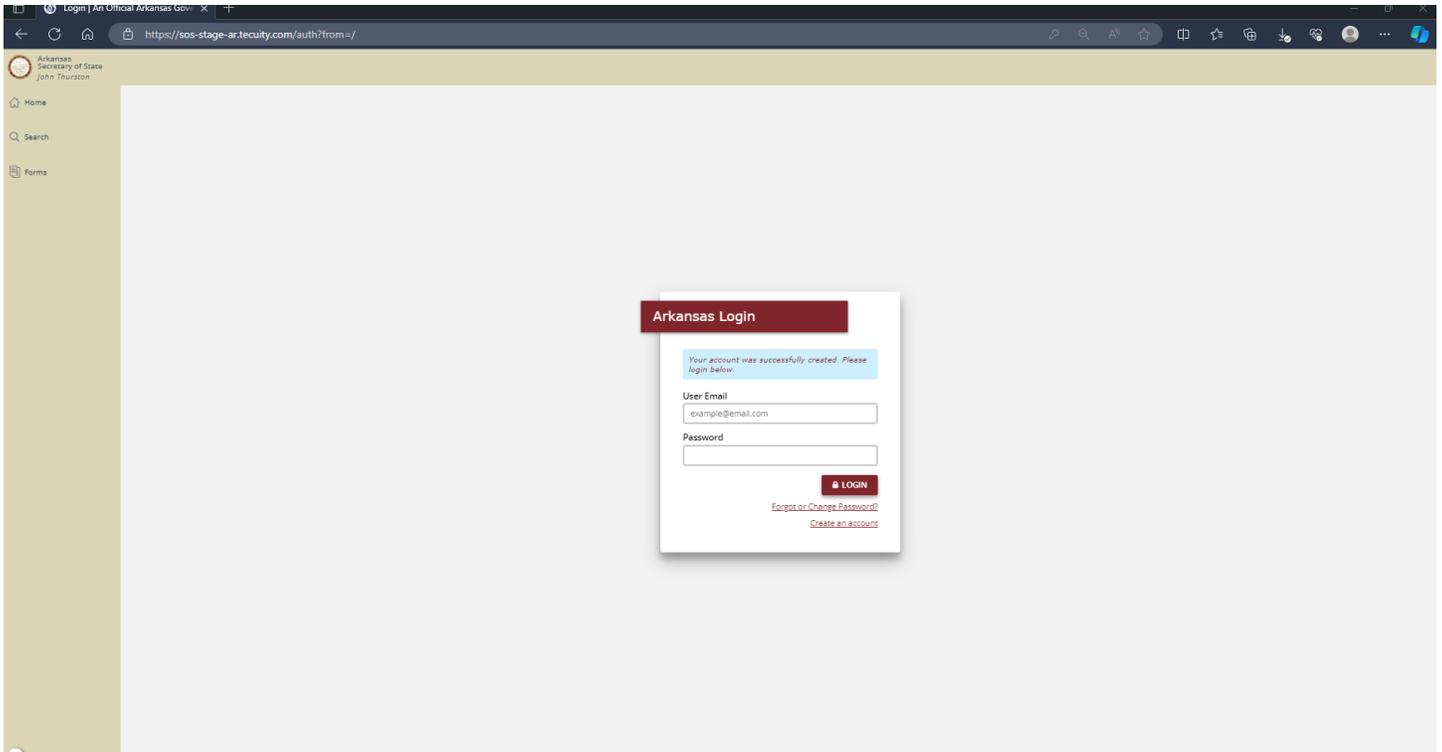
A screenshot of the "Create Arkansas Account" web form. It features a dark red header with the text "Create Arkansas Account". The form contains several input fields: "First name" (with "John" entered), "Last name" (with "Doe" entered), "Email" (with "example@email.com" entered), and "Phone" (with a placeholder "###-###-####"). Below these is a "Password" section with 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 (?!@#\$%^&\*~\_{}|'< > ; : , < / > )". Below the password requirements are two input fields: "Password" and "Confirm Password". At the bottom right is a dark red "CREATE ACCOUNT" button and a link "Log in with existing account".

Your password expires in this system every 90 days. Once you are a week from your password expiring, you will receive email notification of the pending expiration.



# Arkansas Secretary of State **JOHN THURSTON**

Once you have provided all of the information, you will select Create Account. This will bring you back to the Arkansas Login page where you will need to login with the credentials that you just created.



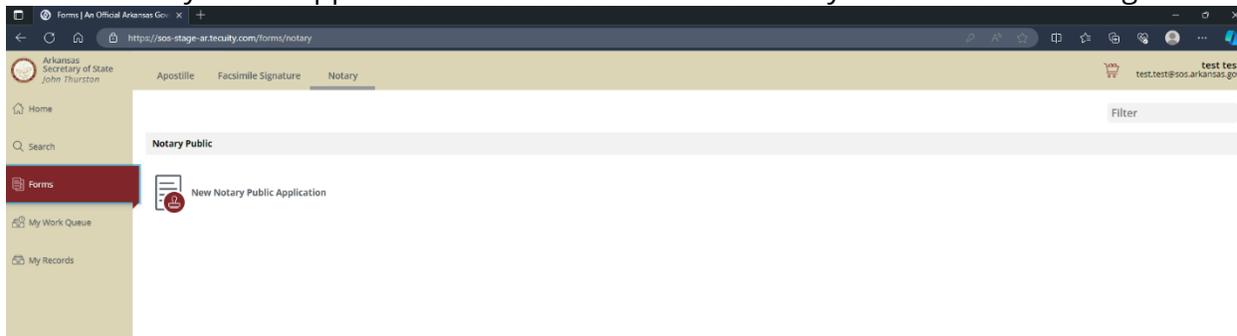
If you have questions, concerns, or issues, please contact our office at (501) 682-3409.



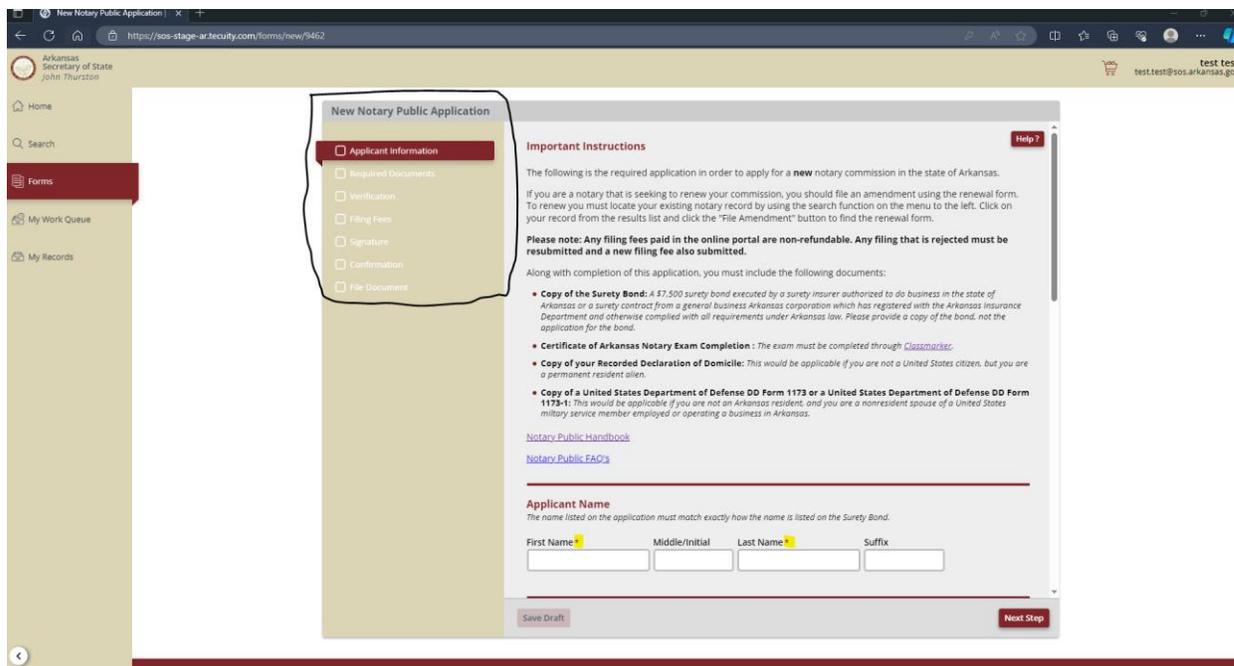
# Arkansas Secretary of State JOHN THURSTON

## New Notary Application (Web Filed)

Select the "New Notary Public Application" that is located in the Notary Tab of the Forms Page.



Provide all of the required information (indicated by a red asterisk (\*)) in all sections of the form that are listed on the left of the application.





# Arkansas Secretary of State JOHN THURSTON

You will be required to provide if you are an Arkansas resident. If you are not an Arkansas resident, you must meet the guidelines of the below listed options:

**New Notary Public Application**

- Applicant Information
- Required Documents
- Verification
- Filing Fees
- Signature
- Confirmation
- File Document

**resubmitted and a new filing fee also submitted.**

Along with completion of this application, you must include the following documents:

- Copy of the Surety Bond:** A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. Please provide a copy of the bond, not the application for the bond.
- Certificate of Arkansas Notary Exam Completion:** The exam must be completed through [Classmarker](#).
- Copy of your Recorded Declaration of Domicile:** This would be applicable if you are not a United States citizen, but you are a permanent resident alien.
- Copy of a United States Department of Defense DD Form 1173 or a United States Department of Defense DD Form 1173-1:** This would be applicable if you are not an Arkansas resident, and you are a nonresident spouse of a United States military service member employed or operating a business in Arkansas.

[Notary Public Handbook](#)  
[Notary Public FAQ's](#)

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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
Test		Test	

---

**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.

Please select one: \*

I am a legal resident of an adjoining state that is employed by or operating a business in Arkansas.  
 I am a nonresident spouse of a United States military service member employed or operating a business in Arkansas.

Address \*

Save Draft Next Step



# Arkansas Secretary of State **JOHN THURSTON**

If you select that you are not an Arkansas resident, you will be required to provide an Employer/Business address that is required to be an Arkansas address. If you select that you are not an Arkansas resident, you will have other documentation you will be required to provide our office. Please see our [Notary Handbook](#) for more information.

- Applicant Information
- Required Documents
- Verification
- Filing Fees
- Signature
- Confirmation
- File Document

STE/APT/FL

Attention

City\* State\* ZIP code\*

AR

---

**Employer/Business Address**  
*Enter your employers or business address. This must be provided if you are not an Arkansas resident.*

Address\*

STE/APT/FL

Attention

City\* State\* ZIP code\*

AR

County of Commission: \*  
*This must match the county that is listed on your Surety Bond.*

[Select an option]



# Arkansas Secretary of State JOHN THURSTON

If there is an error on any part of the form, the form will highlight the section in red and there will be red text which describes the error.

The screenshot shows a web browser window with the URL <https://sos-stage-ar.tecuity.com/forms/new/5462>. The page title is "New Notary Public Application". On the left sidebar, the "Forms" menu is highlighted. The main content area shows a form with several steps: "Applicant Information", "Required Documents", "Verification", "Filing Fees", "Signature", "Confirmation", and "File Document". The "Applicant Information" step is highlighted in red, indicating an error. The form fields include: "Address\*" (500 Woodlark Ave), "STE/APT/FIL", "Attention", "City\*" (Little Rock), "State\*" (AR), "ZIP code\*" (72201), "County of Commission\*" (Pulaski), and "Applicant Mailing Address" (Address\*, STE/APT/FIL, Attention, City\*, State\*, ZIP code\*). A red error message is visible at the bottom of the form: "Please provide a full address to continue." The "Next Step" button is disabled.

If the name provided in the "Applicant Information" step does not match the name provided in the "Required Documents" step, you will receive the following error:

The screenshot shows the "Applicant Name" section of the form. The title is "Applicant Name" and the instruction is "The name listed on the application must match exactly how the name is listed on the Surety Bond." The form fields are: "First Name\*" (Test), "Middle/Initial" ( ), "Last Name\*" (Test), and "Suffix" ( ). All fields have green checkmarks, indicating they are valid. A red error message is visible at the bottom of the form: "Please provide a full address to continue."

The screenshot shows the "New Notary Public Application" form with the "Required Documents" step highlighted in red. The "Surety Bond" section is visible, with the instruction "Enter your name as it appears on your Surety Bond." The form fields are: "First Name\*" (Test), "Middle/Initial" (A), "Last Name\*" (Test), and "Suffix" ( ). A red error message is visible at the bottom of the form: "Please provide a full address to continue."



Arkansas Secretary of State  
**JOHN THURSTON**

It looks like there are some mistakes in the data you've entered. Please review each invalid step before continuing.

The name on your application must match exactly how your name is listed on your Surety Bond. Either correct the name on the application, or you must obtain a rider from the provider of your Surety Bond. In addition to exact spelling, please check for errant punctuation or spaces.

Save Draft Previous Step File Online

You will be required to provide a copy of your Surety Bond. A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. **This document must be in .PDF format.**

Surety Bond Company Name: \*  
State Farm Fire and Casualty Company

Commission Start Date: \*  
*This must match the date that is listed on your bond.*  
01/12/2024

**Surety Bond Upload**

Upload a Copy of Your Surety Bond - Must be .PDF format \*  
BONDTEST.pdf

In most cases, your Commission Start Date will be listed on your Surety Bond. If the date is not listed on your Surety Bond, then you must list the current date you are filing the application as your Commission Start Date.



# Arkansas Secretary of State **JOHN THURSTON**

You will also be required to provide a Certificate of Arkansas Notary Exam Completion. This exam must be completed through [Classmarker](#).

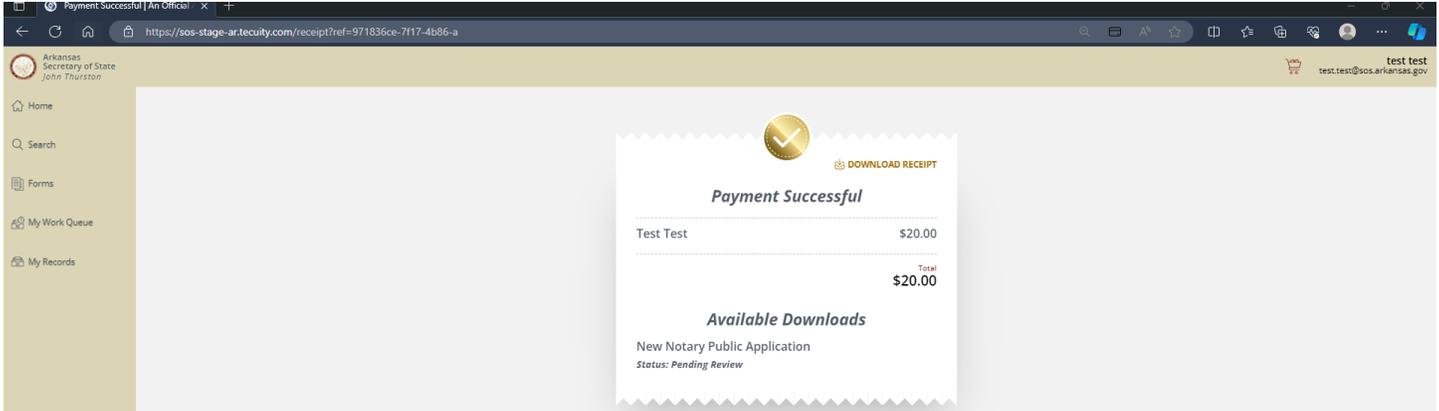
You will be required to sign the application electronically. This electronic signature will be a typed signature and will need to match the name on the Applicant Information step and in the Required Documents step.

After all information has been keyed in and confirmed, you will select the File Online button where you will be redirected to the payment processor in order to pay the \$20 filing fee by debit/credit card.

After the payment has been submitted, you will have the ability to download the receipt.

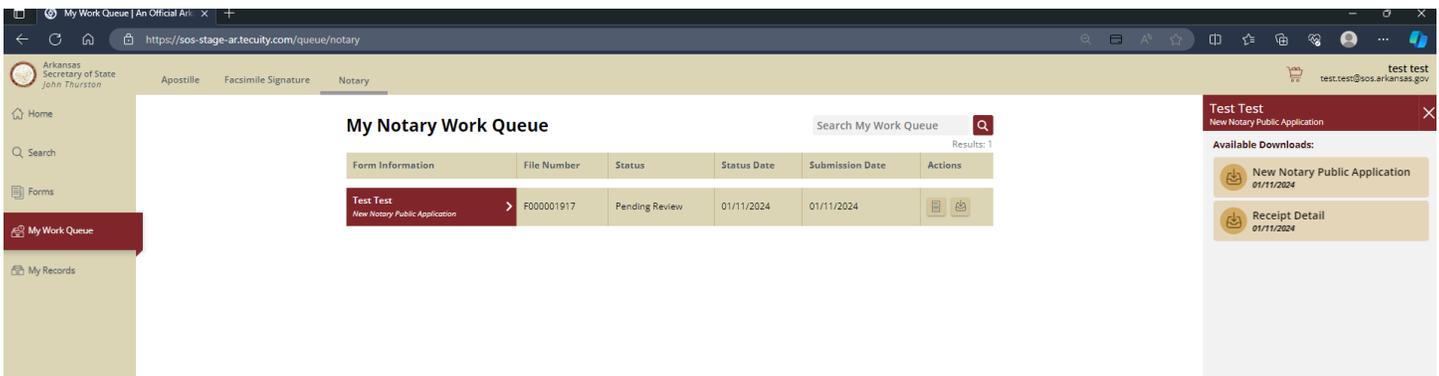


# Arkansas Secretary of State JOHN THURSTON



You will be able track your filing's status in My Notary Work Queue page. After your application has been reviewed and approved by SOS staff, that you are to print two (2) copies of the Notary Oath of Commission. You will take those certificates and your Surety Bond to your county recorder of deeds.

It's recommended that you print your Oath of Commission Certificate from a desktop or laptop computer rather than from a mobile device.



Once your oaths have been recorded in your county, you must either mail or drop off the recorded oath to our office at the address below. Your notary commission is not effective until the Secretary of State's office has processed your recorded Oath of Commission. **At this time, the oaths cannot be filed online.**

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

New Notary Application (Web Filed)



# Arkansas Secretary of State JOHN THURSTON

## Notary Renewal Application - Web Filed

If a notary record is expired or 60 days from their commission expiring, they would be able to file the Renewal application online.

You can start the process of renewing by searching for your notary record in the public Notary Search, and clicking the File Amendment button.

Notary Search

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

test test

Advanced Search

Starts with  
 Contains  
 Exact  
 Active Notarial Officer only

City

Service Type

None

Search Clear Filters

Results: 2

Name	Commencement Date	Commission #	City of Residence	Notary Status
TEST TEST	7/12/2019 12:00 AM	12708043	Little Rock	Good Standing
Test Test	1/12/2024 12:00 AM	20000117	Little Rock	Good Standing

File Amendment Request Certificate

Notary Name: Test Test  
Commission #: 20000117  
City: Little Rock  
Status: Good Standing  
Commencement Date: 1/12/2024  
Expiration Date: 1/27/2024  
Title: Notary Public  
Special Services: Not Applicable

View History

In the list of Amendments, the Notary Public Renewal form will need to be selected.

File Amendment

Notary Public Amendment

Use this form to update general information (e.g. addresses, email address, phone number). You may NOT use this form to update a Notary Public Name.

Notary Public Renewal

Use this form to renew your notary commission in the state of Arkansas. Be sure to have completed the Arkansas Notary Exam and have a copy of your Surety Bond.

Lost or Stolen Stamp Notification

Results: 2

Name	Commencement Date	Notary Status
TEST TEST	7/12/2019 12:00 AM	Good Standing
Test Test	1/12/2024 12:00 AM	Good Standing

File Amendment Request Certificate

Notary Name: Test Test  
Commission #: 20000117  
City: Little Rock  
Status: Good Standing  
Commencement Date: 1/12/2024  
Expiration Date: 1/27/2024  
Title: Notary Public  
Special Services: Not Applicable

View History



# Arkansas Secretary of State JOHN THURSTON

Provide all of the required information (indicated by a red asterisk (\*)) in all sections of the form that are listed on the left of the application.

The screenshot shows the 'Notary Public Renewal' application form. On the left is a navigation menu with 'Home', 'Search', 'Forms', 'My Work Queue', and 'My Records'. The main content area is titled 'Notary Public Renewal' and has a sub-section 'Applicant Information' highlighted in red. Below this, there is a list of required documents: Required Documents, Verification, Filing Fees, Signature, Confirmation, and File Document. The 'Important Renewal Instructions' section contains the following text: 'The following is the required application in order to renew your notary commission in the state of Arkansas. 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. Along with completion of this application, you must include the following documents: Copy of the Surety Bond with your new commission dates: A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. Please provide a copy of the bond, not the application for the bond. You must obtain a Surety Bond for your new commission dates, the old Surety Bond will not suffice. Certificate of Arkansas Notary Exam Completion: The exam must be completed through Classmarker. The exam must be taken and the certificate provided even if you are renewing your commission. Copy of your Recorded Declaration of Domicile: This would be applicable if you are not a United States citizen, but you are a permanent resident alien. Copy of a United States Department of Defense DD Form 1173 or a United States Department of Defense DD Form 1173-1: This would be applicable if you are not an Arkansas resident, and you are a nonresident spouse of a United States military service member employed or operating a business in Arkansas.' Below the instructions are links for 'Notary Public Handbook' and 'Notary Public FAQs'. The 'Applicant Information' section includes a note: 'The name listed on your renewal application must match exactly how the name is listed on your Surety Bond.' It contains four input fields: 'First Name \*' (with 'Test' entered), 'Middle/Initial', 'Last Name \*' (with 'Test' entered), and 'Suffix'. Below these are fields for 'Commission Number:' (with '20000117' entered) and 'Expiration Date:' (with '01/27/2024' entered and a calendar icon).

You will be required to provide if you are an Arkansas resident. If you are not an Arkansas resident, you must meet the guidelines of the below listed options:

The screenshot shows the 'Applicant Residential Address' section of the form. It includes the following text: 'Enter the address of your residence. No PO Boxes are permitted.' Below this is the question 'Are you an Arkansas resident? \*' with two radio button options: 'Yes, I am an Arkansas resident.' and 'No, I am not an Arkansas resident.' The 'No' option is selected. Below this is the question 'Please select one: \*' with two radio button options: 'I am a legal resident of an adjoining state that is employed by or operating a business in Arkansas.' and 'I am a nonresident spouse of a United States military service member employed or operating a business in Arkansas.' Below these options is an 'Address \*' label and an empty input field with a calendar icon. At the bottom of the form are two buttons: 'Save Draft' and 'Next Step'.



# Arkansas Secretary of State JOHN THURSTON

If you select that you are not an Arkansas resident, you will be required to provide an Employer/Business address that is required to be an Arkansas address. If you select that you are not an Arkansas resident, you will have other documentation you will be required to provide our office. Please see our [Notary Handbook](#) for more information.

File Document

### Employer/Business Address

Enter your employers or business address. **This must be provided if you are not an Arkansas resident.**

Address\*

STE/APT/FL

Attention

City\*  State\*  ZIP code\*

County of Commission:\*  
This must match the county that is listed on your Surety Bond.

If there is an error on any part of the form, the form will highlight the section in red and there will be red text which describes the error.

Search

Forms

My Work Queue

My Records

Applicant Information

Required Documents

Verification

Filing Fees

Signature

Confirmation

File Documents

No, I am not an Arkansas resident.

Address\*

STE/APT/FL

Attention

City\*  State\*  ZIP code\*

County of Commission:\*  
This must match the county that is listed on your Surety Bond.

**Applicant Mailing Address**  
Enter your mailing address. If your mailing address is the same as your residential address, click the copy button to the right of the address line, and select your address.

Address\*

STE/APT/FL

Attention

City\*  State\*  ZIP code\*

Please provide a full address to continue

Save Draft

Next Step



# Arkansas Secretary of State JOHN THURSTON

If the name provided in the “Applicant Information” step does not match the name provided in the “Required Documents” step, you will receive the following error:

**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
<input type="text" value="Test"/>	<input type="text" value=""/>	<input type="text" value="Test"/>	<input type="text" value=""/>

Applicant Information  
 Required Documents  
 Verification  
 Filing Fees  
 Signature  
 Confirmation

**Surety Bond** Help ?  
*A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law.*

*Enter your name as it appears on your Surety Bond.*

First Name *	Middle/Initial	Last Name *	Suffix
<input type="text" value="Test"/>	<input type="text" value="A"/>	<input type="text" value="Test"/>	<input type="text" value=""/>

**!** It looks like there are some mistakes in the data you've entered. Please review each invalid step before continuing.

The name on your application must match exactly how your name is listed on your Surety Bond. Either correct the name on the application, or you must obtain a rider from the provider of your Surety Bond. In addition to exact spelling, please check for errant punctuation or spaces.

Save Draft Previous Step **File Online**



## Arkansas Secretary of State **JOHN THURSTON**

You will be required to provide a copy of your Surety Bond. A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. **This document must be in .PDF format.**

A screenshot of a web application interface. The title is "Surety Bond Upload". Below the title, it says "Upload a Copy of Your Surety Bond - Must be .PDF format \*". There is a red information icon to the right of the text. Below this, a yellow file upload box contains a circular icon and the text "BONDTEST.pdf".

You will be asked to provide your Renewal Commission Start Date. In most cases, this can be located on your Surety Bond. If the date is not listed on your Surety Bond, then you must list the current date you are filing the application as your Renewal Commission Start Date.

You will also be required to provide a Certificate of Arkansas Notary Exam Completion. This exam must be completed through [Classmarker](#).

A screenshot of a web application interface. The title is "Certificate of Arkansas Notary Exam Completion Upload". Below the title, it says "The Notary Exam must be completed through [Classmarker](#). Once you have received your certificate, you must upload it below." Below this, it says "Upload the Certificate of Arkansas Notary Exam Completion - Must be .PDF format \*". There is a red information icon to the right of the text. Below this, a dark red file upload box contains a circular icon and the text "CERTTEST.pdf". At the bottom of the interface, there are three buttons: "Save Draft", "Previous Step", and "Next Step".

You will be required to sign the application electronically. This electronic signature will be a typed signature and will need to match the name on the Applicant Information step and in the Required Documents step.

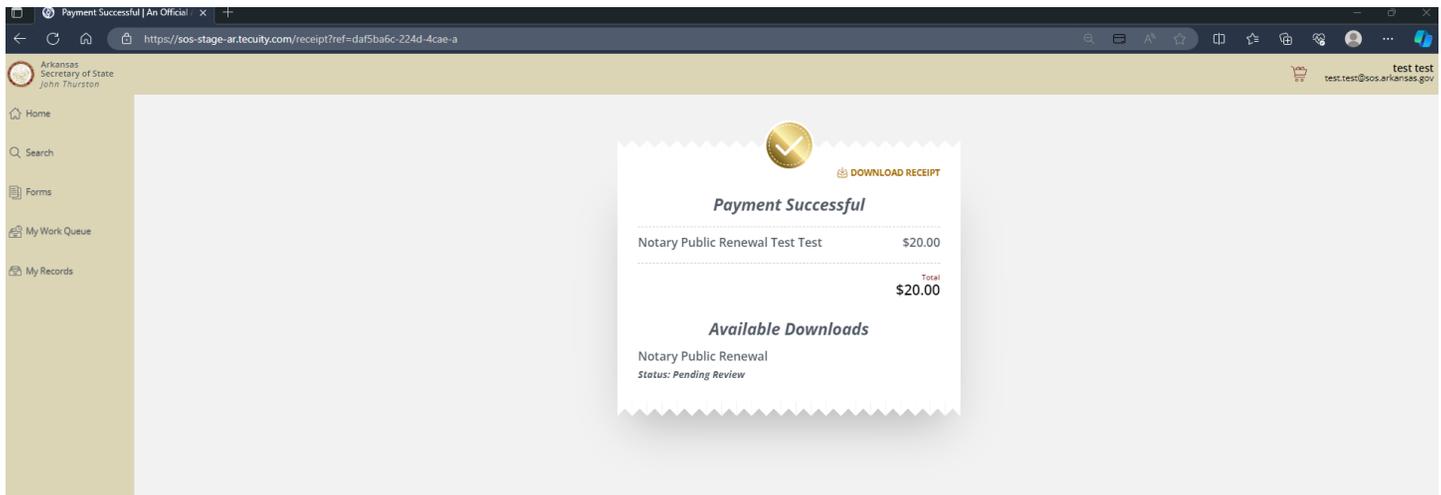


# Arkansas Secretary of State JOHN THURSTON

The screenshot shows a web application interface for filing a notary renewal. On the left is a navigation menu with 'Forms' selected. The main content area has a sidebar with a checklist: 'Applicant Information' (checked), 'Required Documents', 'Verification', 'Filing Fees', 'Signature' (checked), 'Confirmation', and 'File Document'. The main form area contains a 'Signature' field, a 'Date' field with a 'Today' button, a checkbox for a declaration, and a 'File Online' button.

After all information has been keyed in and confirmed, you will select the File Online button where you will be redirected to the payment processor in order to pay the \$20 filing fee by debit/credit card.

After the payment has been submitted, you will have the ability to download the receipt.

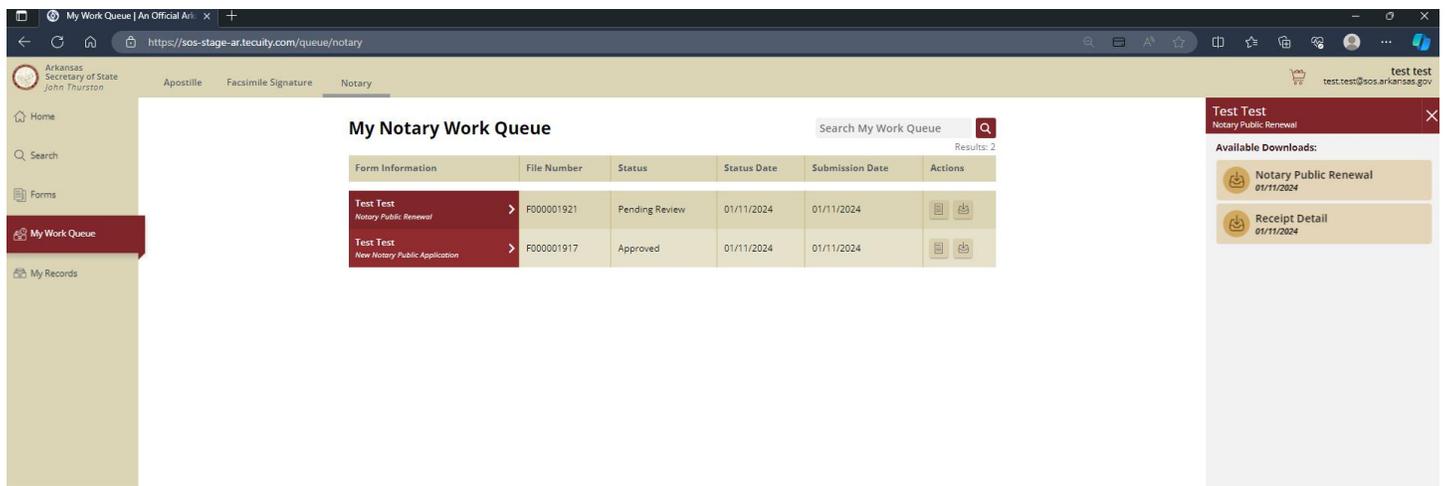




# Arkansas Secretary of State JOHN THURSTON

You will be able track your filing's status in My Notary Work Queue page. After your application has been reviewed and approved by SOS staff, that you are to print two (2) copies of the Notary Oath of Commission. You will take those certificates and your Surety Bond to your county recorder of deeds.

It's recommended that you print your Oath of Commission Certificate from a desktop or laptop computer rather than from a mobile device.



Once your oaths have been recorded in your county, you must either mail or drop off the recorded oath to our office at the address below. Your notary commission is not effective until the Secretary of State's office has processed your recorded Oath of Commission. **At this time, the oaths cannot be filed online.**

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



# Arkansas Secretary of State JOHN THURSTON

## Notary Amendment (Web Filed)

If you are a Notary in Good Standing and you are needing to make an amendment to your address, email address, or phone number, you can do so online in our web portal.

If you need to amend your name as it is on file with our office, this cannot be filed online. You must complete the [paper application](#) and send it along with the certified name change documentation (marriage license, divorce decree, etc).

This can be mailed or dropped off to our office at the following address:

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

However, if you are needing to make an amendment to your address, email address, or phone number you can search for your notary record in the public Notary Search and select the File Amendment button.

The screenshot shows the 'Notary Search' interface on the Arkansas Secretary of State website. The search term 'test test' is entered in the search box. The 'Advanced Search' section has 'Exact' selected. Below the search box, there are two search results:

Name	Commencement Date	Commission #	City of Residence	Notary Status
TEST TEST	7/12/2019 12:00 AM	12708043	Little Rock	Good Standing
Test Test	1/12/2024 12:00 AM	20000117	Little Rock	Good Standing

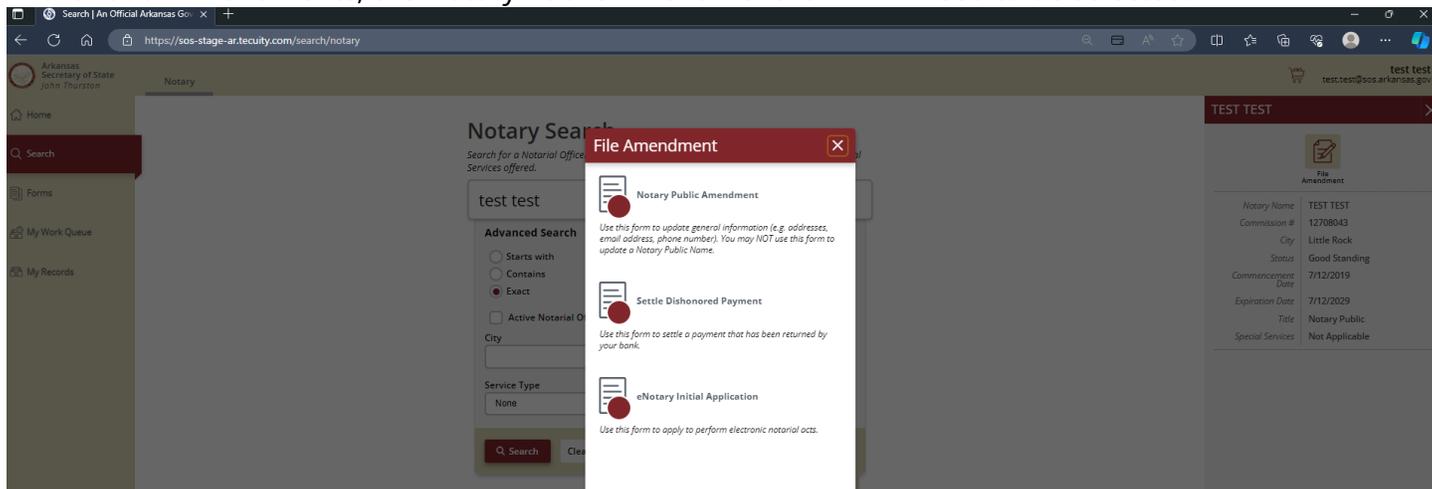
On the right side of the interface, there is a 'TEST TEST' panel with a 'File Amendment' button and a list of notary details:

Notary Name	TEST TEST
Commission #	12708043
City	Little Rock
Status	Good Standing
Commencement Date	7/12/2019
Expiration Date	7/12/2029
Title	Notary Public
Special Services	Not Applicable

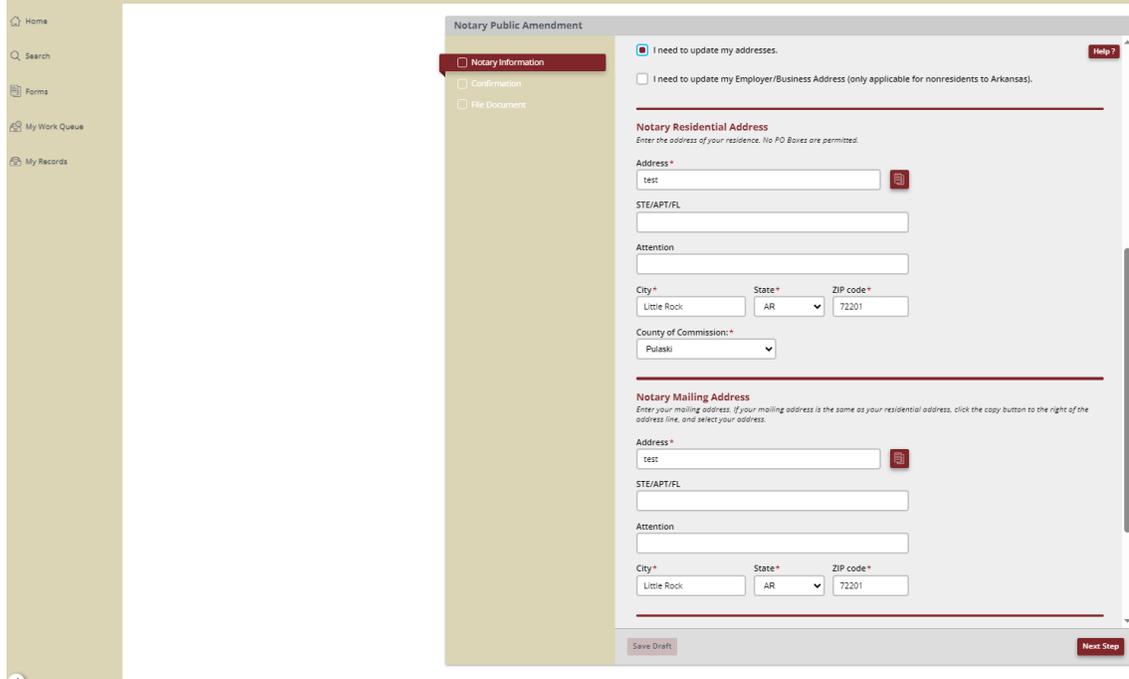


# Arkansas Secretary of State JOHN THURSTON

In the list of Amendments, the Notary Public Amendment form will need to be selected.



If you are needing to amend your Residential or Mailing Address, you will check the box that says "I need to update my address."





# Arkansas Secretary of State JOHN THURSTON

If you are an out of state resident needing to update your Employer/Business Address, you will check the box that says "I need to update my Employer/Business Address"

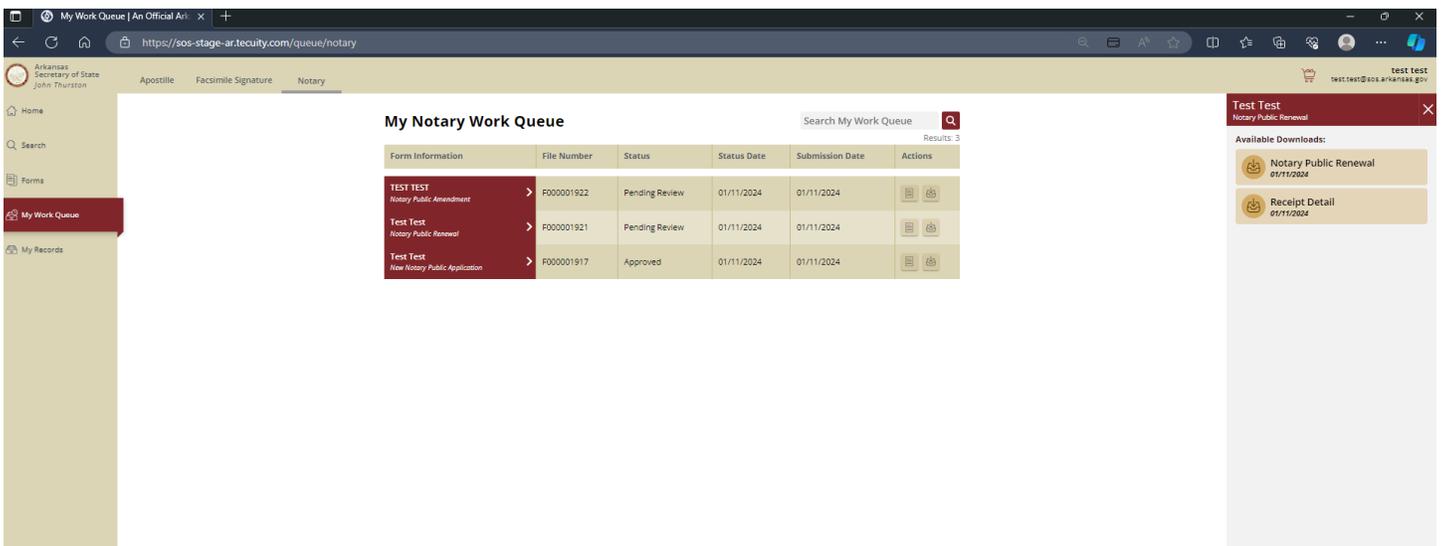
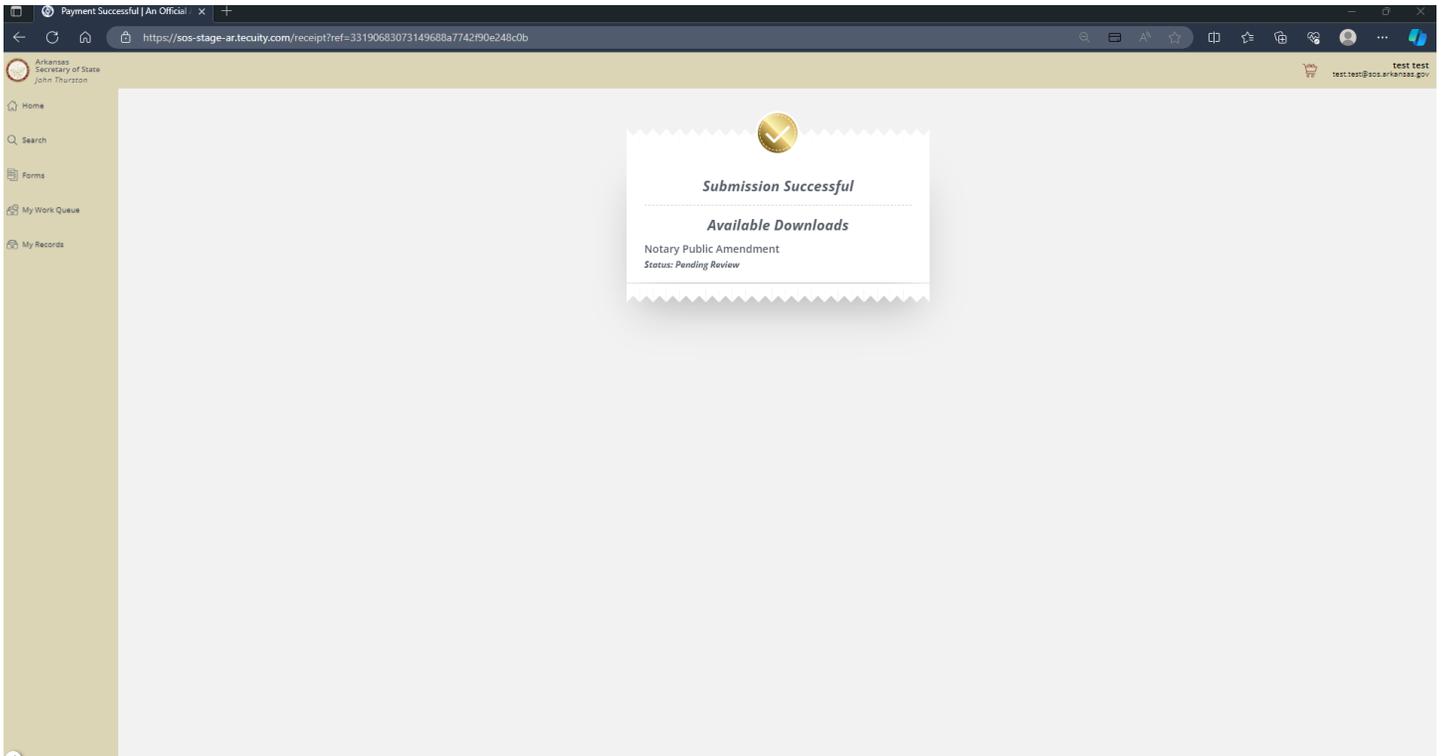
The screenshot shows a web browser window displaying the 'Notary Public Amendment' form on the Arkansas Secretary of State website. The URL is <https://sos-stage-ar.ecuity.com/amend/9468/12708043>. The form is titled 'Notary Public Amendment' and has a sidebar with options: 'Notary Information' (selected), 'Confirmation', and 'File Document'. The main content area includes a 'Notary Information' section with fields for First Name (TEST), Middle/Initial, Last Name (TEST), and Suffix. Below these are fields for Commission Number (12708043) and Commission Expiration Date (07/12/2029). There are two checkboxes: 'I need to update my addresses.' (unchecked) and 'I need to update my Employer/Business Address (only applicable for nonresidents to Arkansas).' (checked). The 'Notary Employer/Business Address' section includes fields for Address, STE/APT/FL, Attention, City, State (AR), ZIP code, and County of Commission (Pulaski). At the bottom, there are 'Save Draft' and 'Next Step' buttons.

After all information has been keyed in and confirmed, you will select File Online.



# Arkansas Secretary of State JOHN THURSTON

After the filing has been submitted, you will be able track your filing's status and download relevant documents in the My Work Queue page.



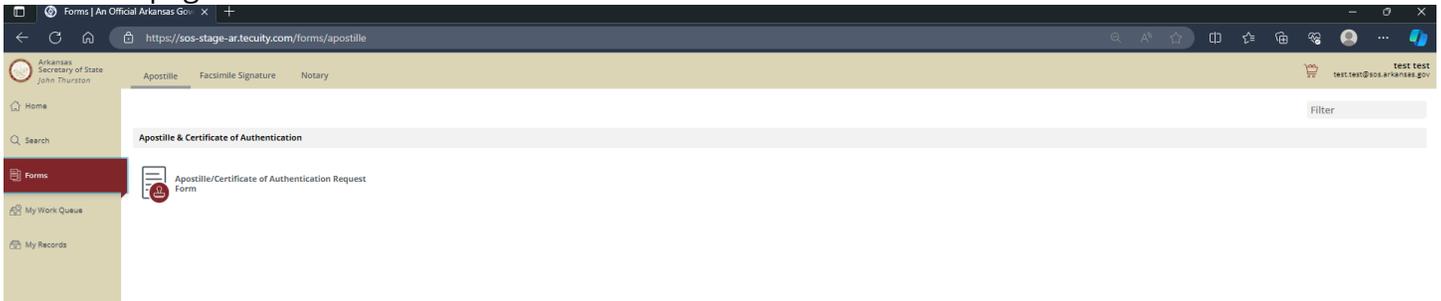
Notary Public Amendment Filings (Web Filed)



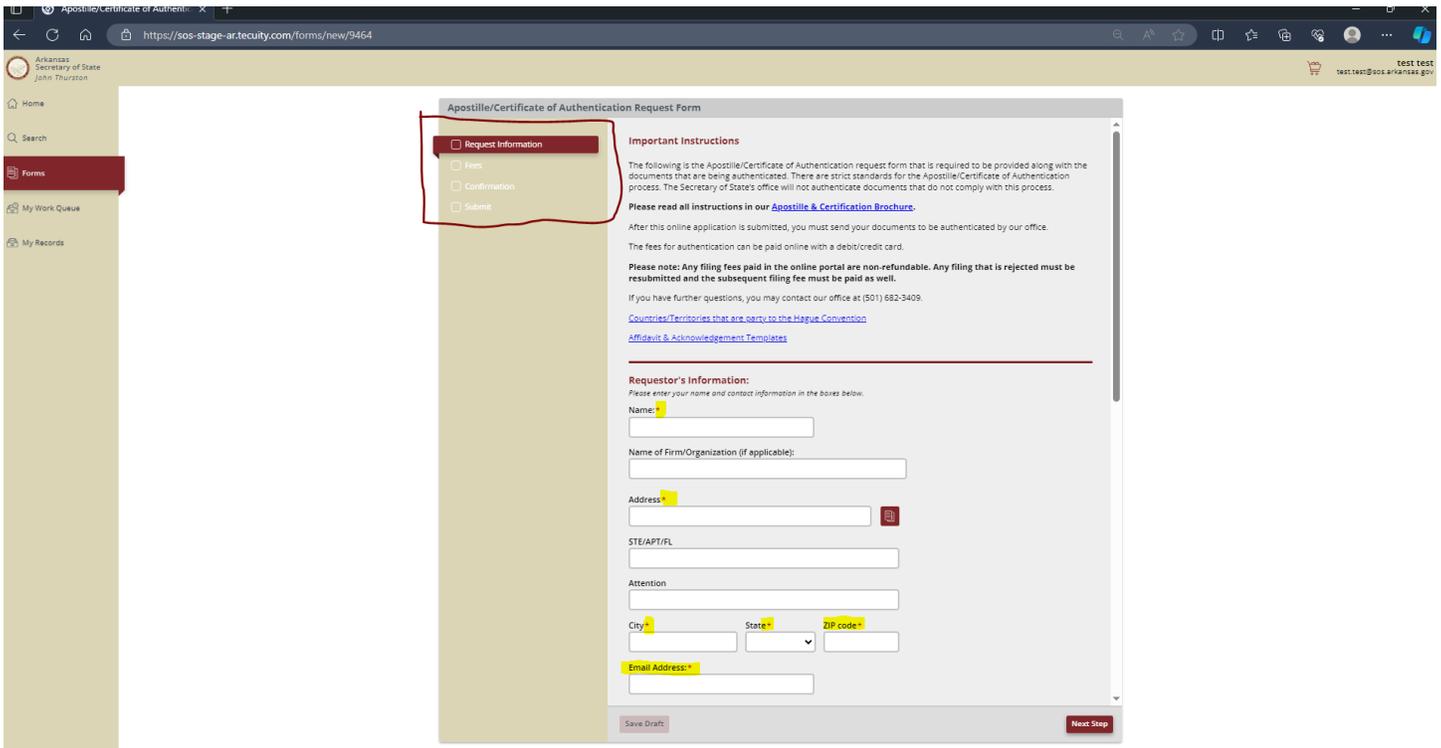
# Arkansas Secretary of State JOHN THURSTON

## Preparing an Apostille/Certification Filing Online

Select the “Apostille/Certification of Authentication Request Form” that is located in the Apostille tab of the Forms page.



Provide all of the required information (indicated by a red asterisk (\*)) in all sections of the form that are listed on the left of the form.





# Arkansas Secretary of State JOHN THURSTON

You will be required to provide the country that the documents you are sending into our office will be used in. This will determine whether you are obtaining an Apostille or a Certificate of Authentication.

The screenshot shows the 'Document Information' section of the form. It includes a sidebar with 'Forms', 'My Work Queue', and 'My Records'. The main content area has a 'Fees' section with 'Confirmation' and 'Submit' options. The 'Document Information' section contains the following text: 'Please provide the following information about your documents. The original documents must be sent to our office with this request.' Below this is a highlighted question: 'What country will your documents be used in?\*' with a sub-note: 'An Apostille or Certificate of Authentication is not valid for use inside the United States.' A dropdown menu is set to '[Select an option]'. Below the dropdown is the text: 'Please affirm the following: \*' and 'Requested Document Type: \*' with a sub-note: 'All documents submitted must be an original or certified copy. Please do not submit photocopies.'

Once you have provided the country that the documents will be used in, you will be required to affirm the below statement and provide the requested document type.

This screenshot shows the 'Document Information' section with 'Mexico' selected in the dropdown menu. The text 'Please affirm the following: \*' is followed by a radio button selection: 'I affirm this country is a part of the Hague convention and an Apostille will be generated.' Below this is the 'Requested Document Type: \*' section with a sub-note: 'All documents submitted must be an original or certified copy. Please do not submit photocopies.' A list of document types is provided with radio buttons: Background Check, Birth Certificate, Copies, Death Certificate, Diplomas, Divorce Decree, Financial - Personal, Legacy Document, Marriage License, Other, Power of Attorney, Proof of Life, School Transcript, and Single Status Certificate.

Please provide the return instructions for the documents.

Our office needs to know who is submitting the documents in connection with this request form. If it's another firm or agency other than the individual submitting the request, please provide that information.

We also need to know how our office needs to send the documents back to the requestor. All of the options will be listed on the request form.

The screenshot shows the 'Return Instructions' section of the form. It includes a sidebar with 'Forms', 'My Work Queue', and 'My Records'. The main content area has a 'Return Instructions' section with the text: 'You are responsible for the return of your documents. Please choose a return method from the options below.' Below this is the text: 'Please indicate who will submit the documents being authenticated to the Secretary of State: \*' with two radio button options: 'I will be submitting the documents.' and 'Another individual or agency will be submitting the documents.' Below this is the 'Delivery Instructions: \*' section with a sub-note: 'A postage-paid, pre-addressed return envelope or shipping label will be included with the documents.' Below this is a list of delivery options with radio buttons: 'A postage-paid, pre-addressed return envelope or shipping label will be included with the documents.', 'A pre-paid shipping label has been sent to corprequest@sos.arkansas.gov', 'The Secretary of State's office can send back my documents by standard mail.', and 'Documents will be picked up. Notify me by phone or email when the documents are ready.' At the bottom of the form are 'Save Draft' and 'Next Step' buttons.



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**IMPORTANT!!** - After you have confirmed the information and are to the submit page, you have the option to pay the fees for the request online using a debit/credit card.

**PLEASE NOTE!** – Any filing fees paid in the online portal are non-refundable. Any filing that is rejected by our office must be resubmitted and the subsequent filing fee must be paid again.

If you are paying for the filing online with a credit/debit card, choose that option, AND click “Pay Online, then Print and Mail” as shown below.

You also have the option to send in a check or money order with the request form and the documents that are sent to our office.

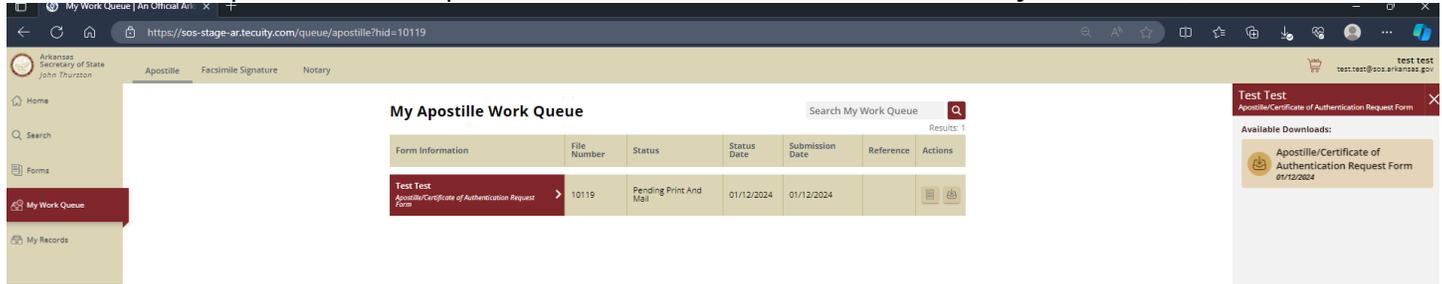
Once you have verified all of the information is correct and are ready to submit, select Print and Mail at the bottom of the page.



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After you have submitted the request form online, in order to complete your request, you need to complete the following steps.

You will need to print off the Request Form. This can be downloaded from your Work Queue.



You will need to send your Request Form and your documents to be authenticated to our office. We would recommend that you send it by expedited shipping through FedEx or UPS. You may also mail the documents by USPS or you may drop them off to our office.

You will need to send them to the address below:

Arkansas Secretary of State  
Business and Commercial Services  
1401 W 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 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 if it is sent in this manner. Our office is not responsible for lost documents.

You can track the status of your request in your Work Queue. If the documents are approved or rejected, you will receive email notification of that status.