

How To Use The System

Getting Started – Page 1

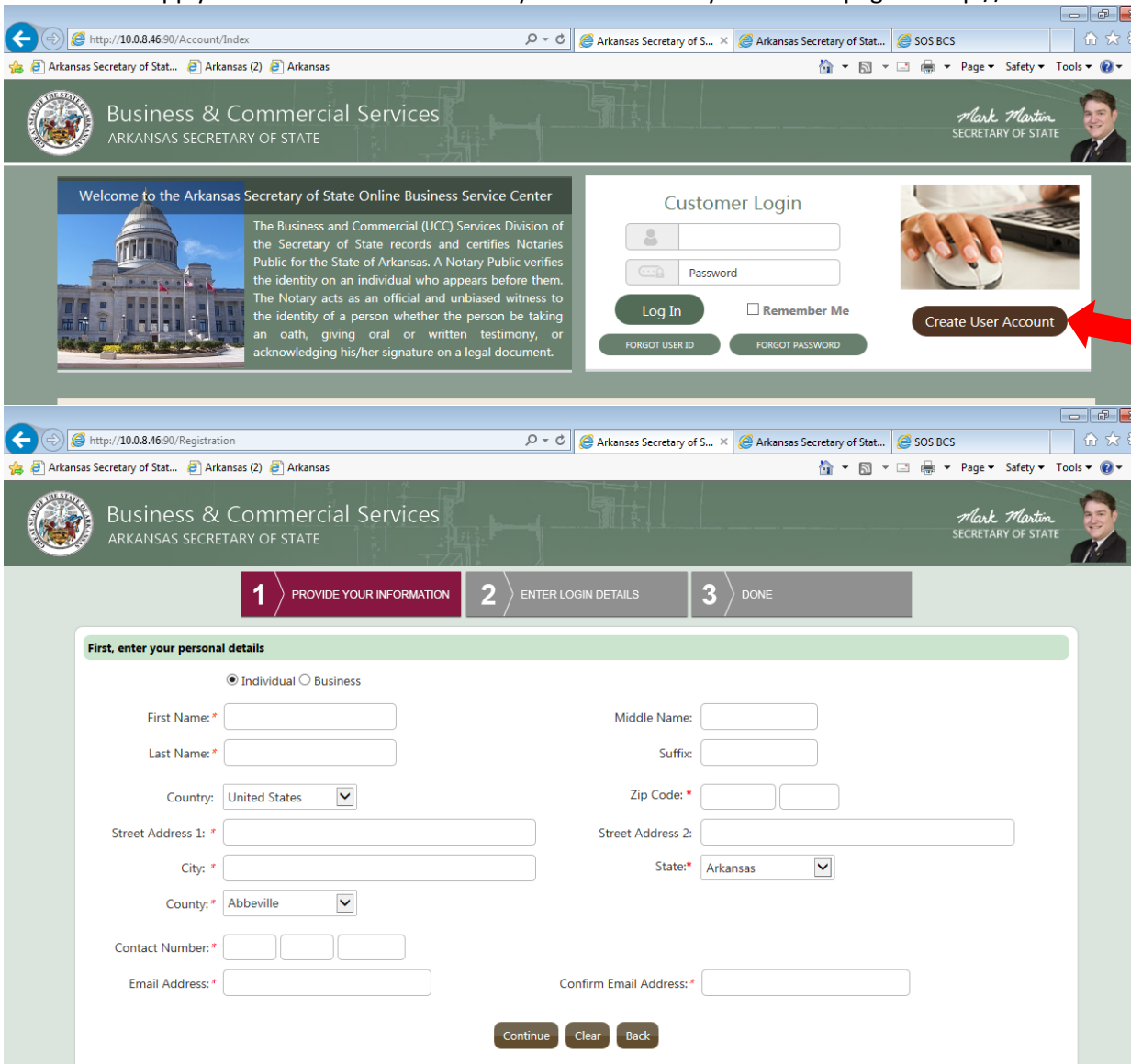
New Notary Public Application – Page 2

Renewing A Current Commission – Page 5

Changes to Personal Information – Page 9

For questions or concerns, please contact us at **Notary@sos.arkansas.gov**

1. To begin using the system, visit <http://bcs.sos.arkansas.gov> and create a FREE user account. You may also click the “Apply Online” link on the Secretary of State’s Notary Public webpage at <http://sos.arkansas.gov/bcs/>.

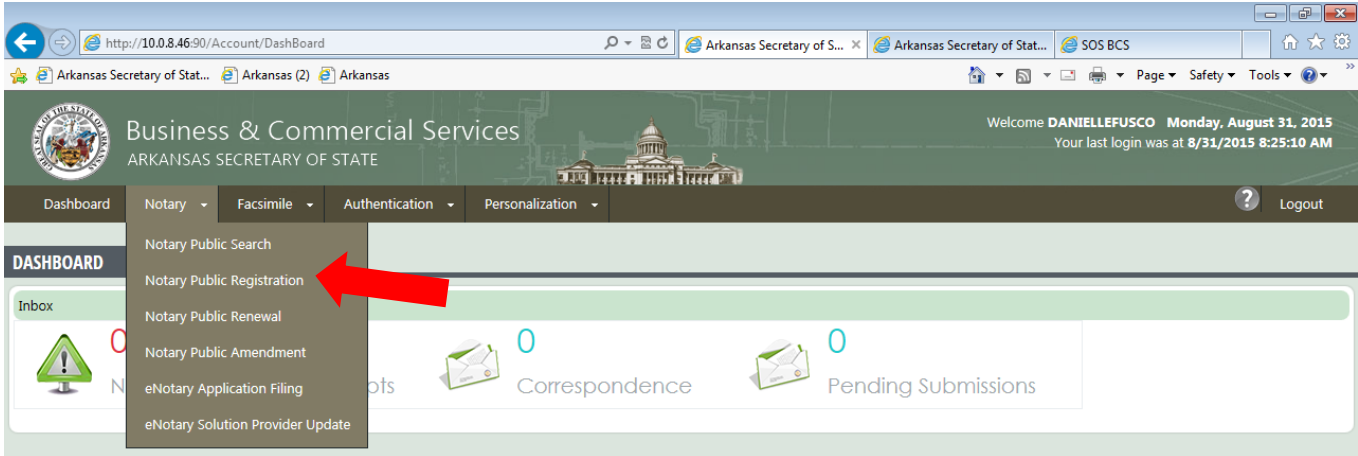


The screenshot shows the Arkansas Secretary of State's Business & Commercial Services website. The top navigation bar includes the state seal, the text "Business & Commercial Services" and "ARKANSAS SECRETARY OF STATE", and a profile picture of Mark Martin, Secretary of State. Below the navigation bar, there is a "Welcome to the Arkansas Secretary of State Online Business Service Center" section with a description of the services. To the right, there is a "Customer Login" section with fields for "User ID" and "Password", a "Log In" button, a "Remember Me" checkbox, and links for "FORGOT USER ID" and "FORGOT PASSWORD". A red arrow points to the "Create User Account" button. Below the login section, there is a "Registration" section with a progress bar showing three steps: "1 PROVIDE YOUR INFORMATION", "2 ENTER LOGIN DETAILS", and "3 DONE". The "First, enter your personal details" section includes fields for "First Name", "Last Name", "Middle Name", "Suffix", "Country" (set to United States), "Zip Code", "Street Address 1", "Street Address 2", "City", "State" (set to Arkansas), "County" (set to Abbeville), "Contact Number", "Email Address", and "Confirm Email Address". There are "Continue", "Clear", and "Back" buttons at the bottom.

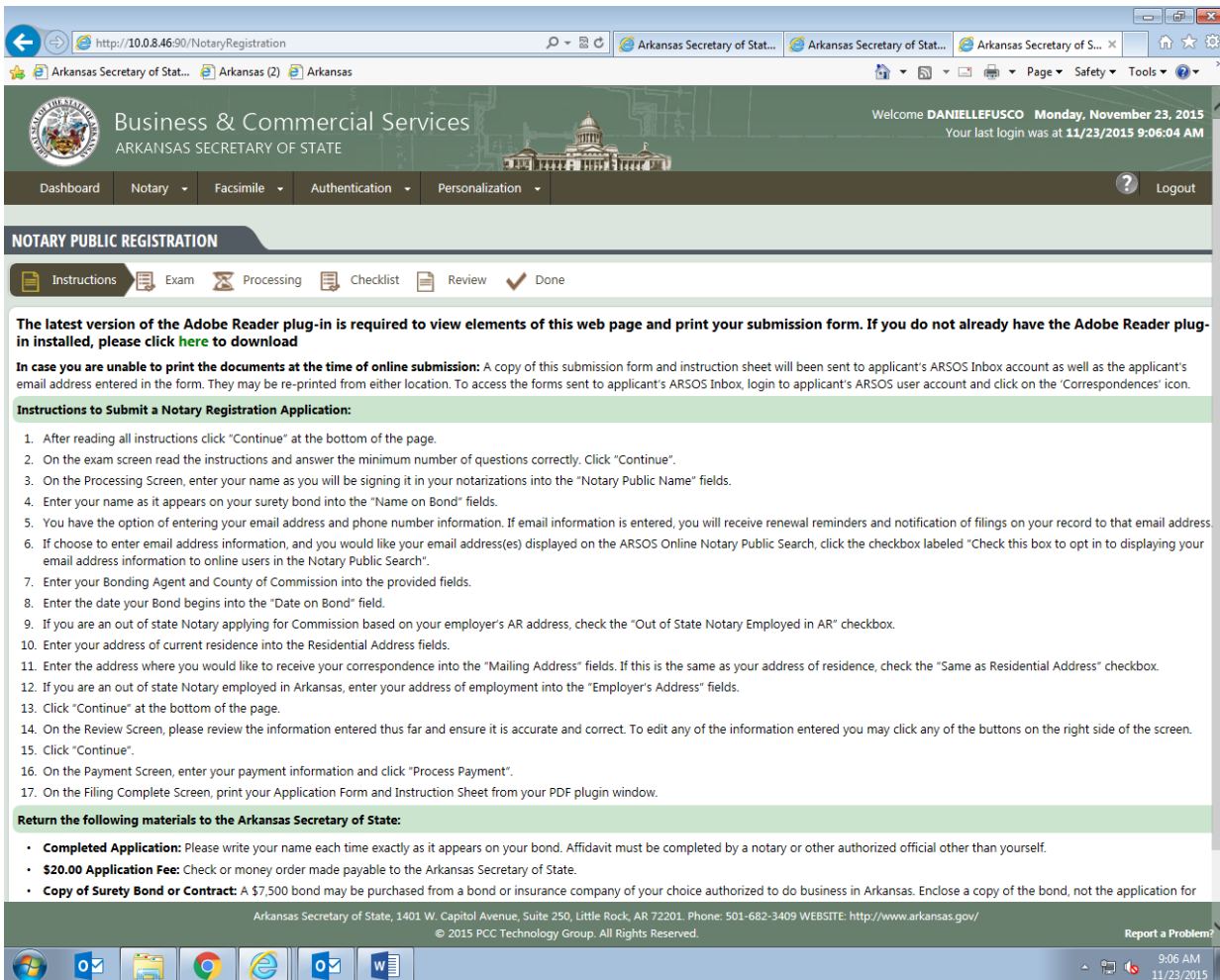
- When the log-in account has been successfully created, you will receive a confirmation email and will then be able to log into the system.

New Applicants

- 1.) Obtain a surety bond – you MUST have a surety bond before you can proceed with the application renewal process. Contact any insurance provider to obtain a surety bond in the amount of \$7,500.
- 2.) Select the “notary” drop down box to select the type of application
 - i. NEW Applicants will select “Notary Public Registration”



- ii. Instruction Screen will come up – Review before clicking “Continue”



iii. Required Exam

1. A 25 question, multiple choice exam is now required in order to access the notary public application.
2. You must answer at least 20/25 questions correctly or the system will not let you proceed. All answers may be found in the Arkansas Notary Public Handbook which is located on the Secretary of State's Notary Public webpage.

http://10.0.8.46:90/NotaryRegistration/NotaryExam

Arkansas Secretary of State

Welcome DANIELLEFUSCO Monday, November 23, 2015
Your last login was at 11/23/2015 9:06:04 AM

Dashboard Notary Facsimile Authentication Personalization ? Logout

NOTARY PUBLIC REGISTRATION

Instructions Exam Processing Checklist Review Done

Notary Exam

1. The Arkansas Secretary of State requires all potential Notary Applicants to complete a short exam before applying.
2. Please select one correct answer beneath each question below. When you are finished, click the "Continue" Button.
3. You must answer 20 out of 25 in order to pass and proceed to the application process.
4. You may take the test as many times as you like.

Q.1 : A surety bond in the amount of ____ is required to become a notary public.

☐ \$6,500

☐ \$7,500

☐ \$8,000

☐ None

Q.2 : A surety bond is protection for the ____ required by the ____.

☐ State of Arkansas; State of Arkansas

☐ Notary; State of Arkansas

☐ Notary; Notary

☐ Notary; Secretary of State

Q.3 : With what county official must a notary's oath of office certificate and surety bond be filed?

☐ County Assessor

☐ Recorder of Deeds

☐ County Judge

☐ None

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iv. Application Screen is next

1. The applicant needs to complete all required fields. If something is not correct, such as names and/or counties not matching, the system will not let you proceed to the next screen and will give you an error message concerning each issue.
2. Certain fields, such as email addresses and phone numbers are not required.
 - a. Listing your email address will ensure you receive email updates concerning changes to notary laws and procedures.

NOTARY PUBLIC REGISTRATION

Instructions Processing Checklist Review Done

Applicant Information

Notary Public Name: First Name: * Middle Name: Last Name: * Suffix: *

Name on Bond: First Name: * Middle Name: Last Name: * Suffix: *

Note: Notary Public Name, Name on Bond must match exactly.

Email Address 1: * Home Phone: *

Email Address 2: * Business Phone: *

☐ Click here to allow public users to view your email addresses in the Notary Search feature.

Commission Information

Bonding Agent: *

County of Commission: Arkansas Commission Start Date on Bond: *

Residential Address ☐ Out of State Notary Employed in AR

Country: United States Zip Code: *

Street Address 1: * Street Address 2: *

City: * State: Arkansas

County: *

Mailing Address ☐ Same as Residential Address

Country: United States Zip Code: *

Street Address 1: * Street Address 2: *

City: * State: Arkansas

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v. The applicant will then PRINT the application and have it properly NOTARIZED.

Mail

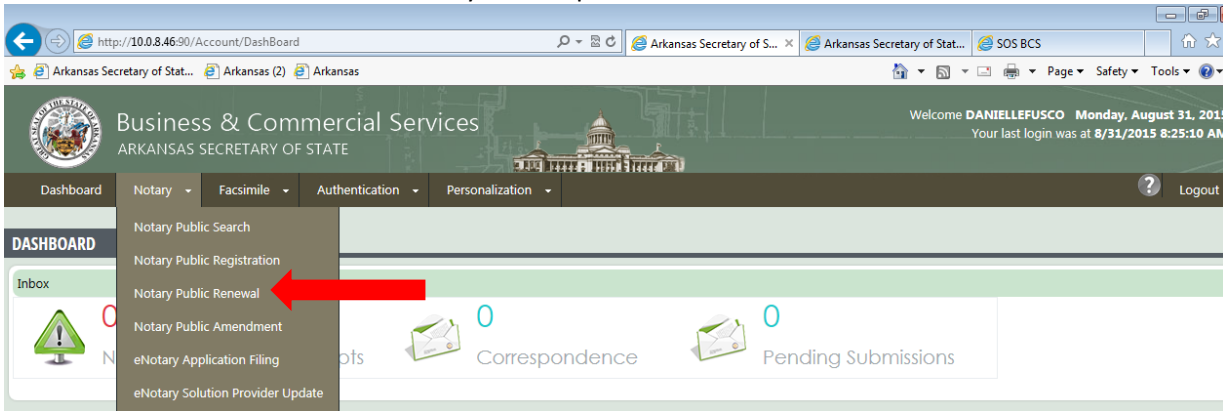
- The original, notarized application to the Arkansas Secretary of State
- Copy of the surety bond – do not send the original, please only send a photocopy.
- \$20 application fee in the form of a check or money order

Submit In Person

- You may also submit the above documents in person at the Arkansas Secretary of State's Business and Commercial Services Division located at 1401 W. Capitol, Suite 250, Little Rock, AR 72201.

Renewals

- 1.) Customer will create a FREE user account and log into the system.
- 2.) From the “notary” drop down box, select “Notary Public Renewal”
 - a. You can renew even if you’re expired



- 3.) The same instruction screen as the new application will come up, click continue.
- 4.) An exam is also required for anybody who is renewing an existing commission.

NOTARY PUBLIC REGISTRATION

Instructions Exam Processing Checklist Review Done

Notary Exam

- The Arkansas Secretary of State requires all potential Notary Applicants to complete a short exam before applying.
- Please select one correct answer beneath each question below. When you are finished, click the "Continue" Button.
- You must answer 20 out of 25 in order to pass and proceed to the application process.
- You may take the test as many times as you like.

Q.1 : A surety bond in the amount of ____ is required to become a notary public.

☐ \$6,500

☐ \$7,500

☐ \$8,000

☐ None

Q.2 : A surety bond is protection for the ____ required by the ____.

☐ State of Arkansas; State of Arkansas

☐ Notary; State of Arkansas

☐ Notary; Notary

☐ Notary; Secretary of State

Q.3 : With what county official must a notary's oath of office certificate and surety bond be filed?

☐ County Assessor

☐ Recorder of Deeds

☐ County Judge

☐ None

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- 5.) The applicant will then SEARCH for their current notary commission record and select the correct one:

http://10.0.8.46:90/NotaryRenewal/NotarySearch

Arkansas Secretary of State

Business & Commercial Services
ARKANSAS SECRETARY OF STATE

Welcome DANIELLEFUSCO Monday, August 31, 2015
Your last login was at 8/31/2015 8:25:10 AM

Dashboard Notary Facsimile Authentication Personalization Logout

NOTARY PUBLIC RENEWAL

Instructions Search Processing Review Done

Search by Name and Expiration Date

Enter your name as it appears on your Notary Certificate

First Name: Middle Name:
 Last Name: Suffix:
 Expiration Date: State:
 City:

Search Clear

NOTARY PUBLIC RENEWAL

Instructions Search Processing Review Done

Search by Name and Expiration Date

Enter your name as it appears on your Notary Certificate

First Name: Middle Name:
 Last Name: Suffix:
 Expiration Date: State:
 City:

Search Clear

Select	Notary Public Name	Expiration Date	Status	eNotary Designation	City	State
<input type="radio"/>	PAMELA WELLING SMITH	11/21/2013	Expired	N/A	LITTLE ROCK	ARKANSAS
<input checked="" type="radio"/>	PAMELA SMITH	3/25/2015	Expired	N/A	ALMA	ARKANSAS
<input type="radio"/>	PAMELA M. SMITH	11/21/2015	Good Standing	N/A	WHITE HALL	ARKANSAS
<input type="radio"/>	PAM ANETTE SMITH	7/16/2017	Good Standing	N/A	WALNUT RIDGE	ARKANSAS
<input type="radio"/>	PAMELA J SMITH	1/11/2022	Good Standing	N/A	BRYANT	ARKANSAS
<input type="radio"/>	PAMELA E SMITH	5/10/2022	Good Standing	N/A	ELKINS	ARKANSAS
<input type="radio"/>	PAM SMITH	8/23/2022	Good Standing	N/A	WEST MEMPHIS	ARKANSAS
<input type="radio"/>	PAMELA ADAM-SMITH	12/9/2022	Pending Oaths	N/A	LITTLE ROCK	ARKANSAS
<input type="radio"/>	PAMELA SMITH	3/19/2025	Pending Oaths	N/A	PARAGOULD	ARKANSAS

< Previous 1 2 Next > Page 2 of 2, records 11 to 19 of 19 Go to Page

Continue

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Report a Problem

8:49 AM
8/31/2015

If the record is not eligible for renewal, the system will give an alert:

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ARKANSAS SECRETARY OF STATE

Welcome DANIELLEFUSCO Monday, August 31, 2015
Your last login was at 8/31/2015 8:25:10 AM

Dashboard Notary Facsimile Authentication Personalization Logout

NOTARY PUBLIC RENEWAL

Instructions Search Processing Review Done

Search by Name and Expiration Date
Enter your name as it appears on your Notary Certificate

First Name: Middle Name: Last Name: Suffix: Expiration Date: City:

Alert
⚠ Notary Renewal is not allowed for this Notary Public at this time.
OK

Select	Notary Public Name	Expiration Date	Status	Notary Designation	City	State
<input type="radio"/>	PAMELA M. SMITH	11/21/2015	Good Standing	N/A	WHITE HALL	Arkansas

Page 1 of 1, records 1 to 1 of 1

Continue

6.) If the record is eligible for renewal, the current commission information will be generated, but all is editable:

NOTARY PUBLIC RENEWAL

Instructions Search Processing Checklist Review Done

Notary Information

Name on Application: First Name: Middle Name: Last Name: Suffix: Enter name as appears on cert/seal.

Name on Bond: First Name: PAMELA Middle Name: Last Name: SMITH Suffix: Enter name as appears on cert/seal.

Note: Notary Public Name, Name on Bond must match exactly.

Email Address 1: Home Phone: Email Address 2: Business Phone:

☐ Click here to allow public users to view your email addresses in the Notary Search feature.

Commission Information

Bonding Agent: Western Surety Company

County of Commission: Crawford Commission Start Date on Bond:

Residential Address ☐ Out of State Notary Employed in AR

Country: United States Zip Code: Street Address 1: Street Address 2: City: State: Arkansas County:

Mailing Address ☐ Same as Residential Address

Country: United States Zip Code: Street Address 1: Street Address 2:

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Report a Problem?

8:51 AM 8/31/2015

7.) Complete the renewal application with the applicant's current information. If your name or address has changed since you last updated your notary public record, you can make any necessary changes in this screen.

Mail

- The original, notarized application to the Arkansas Secretary of State
- Copy of the surety bond – do not send the original, please only send a photocopy.
- \$20 application fee in the form of a check or money order

Submit In Person

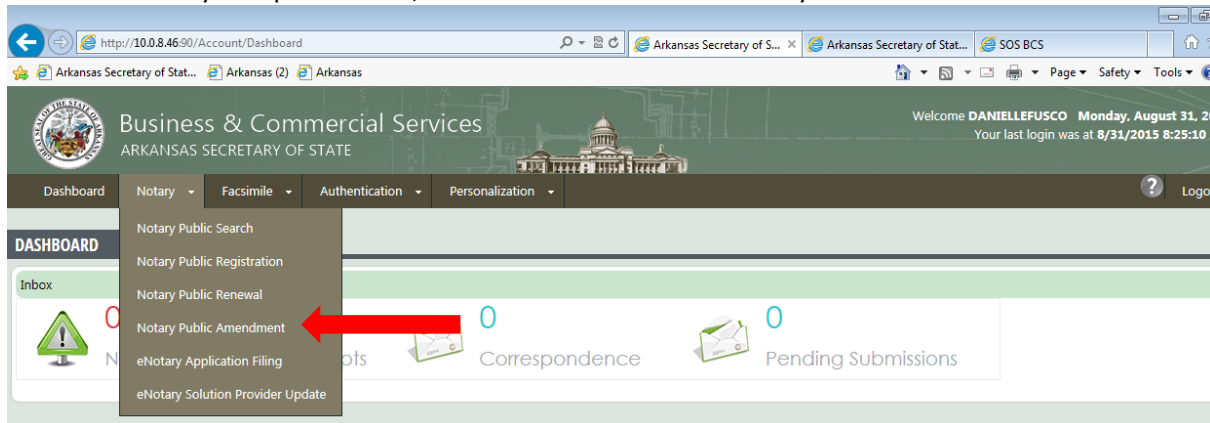
- You may also submit the above documents in person at the Arkansas Secretary of State's Business and Commercial Services Division located at 1401 W. Capitol, Suite 250, Little Rock, AR 72201.

NOTARY PUBLIC CHANGE OF INFORMATION

9

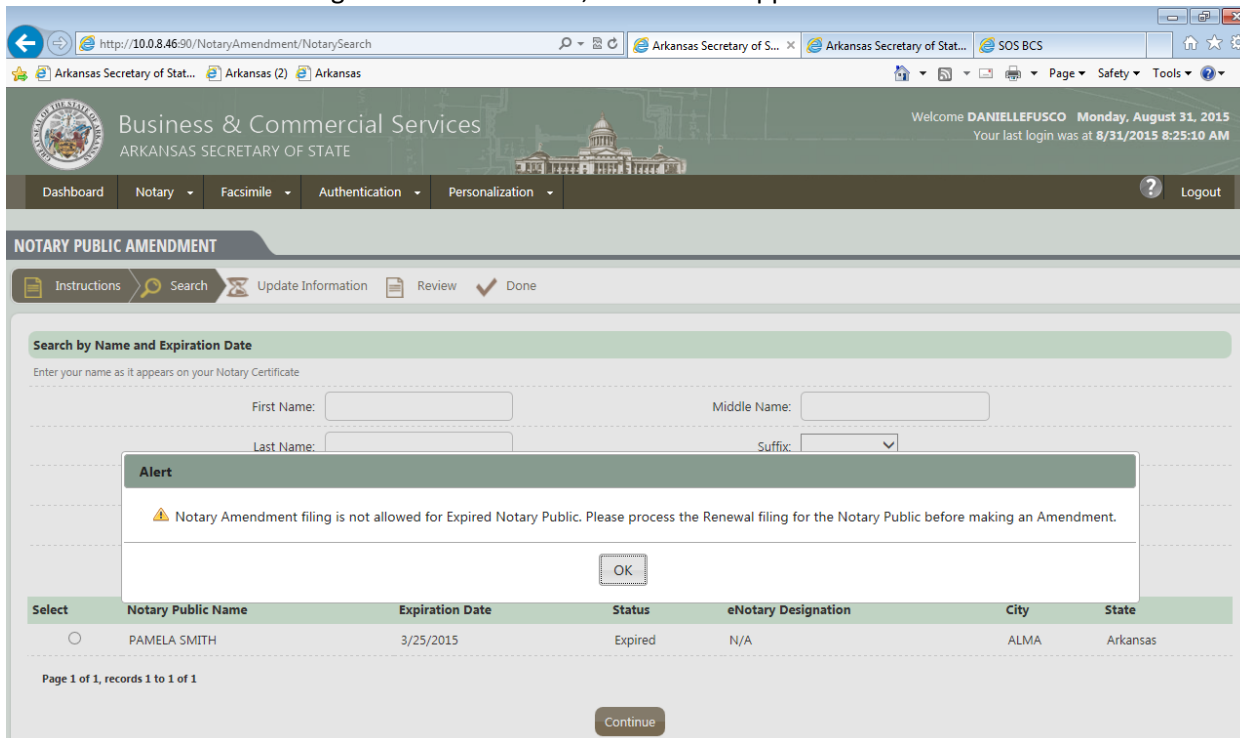
Amendments/ Change of Information

- 1.) The customer will create a FREE user account and log into the system.
- 2.) From the “notary” drop down box, the customer will select “Notary Public Amendment”



- 3.) An instruction screen will come up, click continue.
- 4.) The customer will then SEARCH for the notary record they wish to amend – only “Good Standing” records are eligible for amendment.

If a record is not eligible for amendment, an alert will appear:



Select	Notary Public Name	Expiration Date	Status	eNotary Designation	City	State
<input type="radio"/>	PAMELA SMITH	3/25/2015	Expired	N/A	ALMA	Arkansas

Page 1 of 1, records 1 to 1 of 1

Continue

- 5.) If the record is eligible for amendment, certain data fields will be editable.
 - a. Bonding agent, commission number, and commission dates are NOT editable fields.

NOTARY PUBLIC AMENDMENT

Instructions Search Update Information Review Done

Applicant Information

Name on Application: First Name: ●●● Middle Name: Last Name: ●●●●● Suffix:
 Name on Bond: First Name: PAM Middle Name: Last Name: SMITH Suffix:
 Note: Notary Public Name, Name on Bond must match exactly
 Email Address 1: Home Phone:
 Email Address 2: Business Phone:
☐ Click here to allow public users to view your email addresses in the Notary Search feature.

Commission Information

Bonding Agent: State Farm Fire and Casualty Company County of Commission: Crittenden
 Commission Start Date: 8/23/2012 Commission Expiration Date: 8/23/2022

Old Residential Address ☐ Out of State Notary Employed in AR
 Country: United States Zip Code:
 Street Address 1: Street Address 2:
 City: State: Arkansas
 County:

Old Mailing Address ☐ Same as Old Residential Address
 Country: United States Zip Code:
 Street Address 1: Street Address 2:
 City: State: Arkansas

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- 6.) To change a notary's name, the notary must correctly type their NEW name into both name fields – the fields labeled "Name On Application" and "Name on Bond." While the 2nd line says "Name on Bond," it's really just a blind name entry field and is not the name as printed on the bond.
 - a. If these names DO NOT match, the system will not let the customer proceed.
- 7.) To change an address, the applicant must type their old address as well as the address they wish to assign as their new commission address.
 - a. If they change counties, the applicant MUST update the county in the "Commission Information" section as well as in the "New Residential Address" section.
- 8.) The applicant will print and sign the application.
 - a. They will submit only the application if this is ONLY an address change.
 - b. If it's a name change, the applicant must also submit a certified copy of the legal document concerning the name change.

Mail

- The original application to the Secretary of State's Office
- Certified copies of supporting documents for name changes – marriage license, divorce decree, legal name change, etc.
 - o A certified copy must be obtain from the county with whom the original document is filed. It will need to have an original seal of the county. A plain photocopy is not acceptable for a name change.

Submit In Person

- You may also submit the above documents in person at the Arkansas Secretary of State's Business and Commercial Services Division located at 1401 W. Capitol, Suite 250, Little Rock, AR 72201.