

How To Use The System

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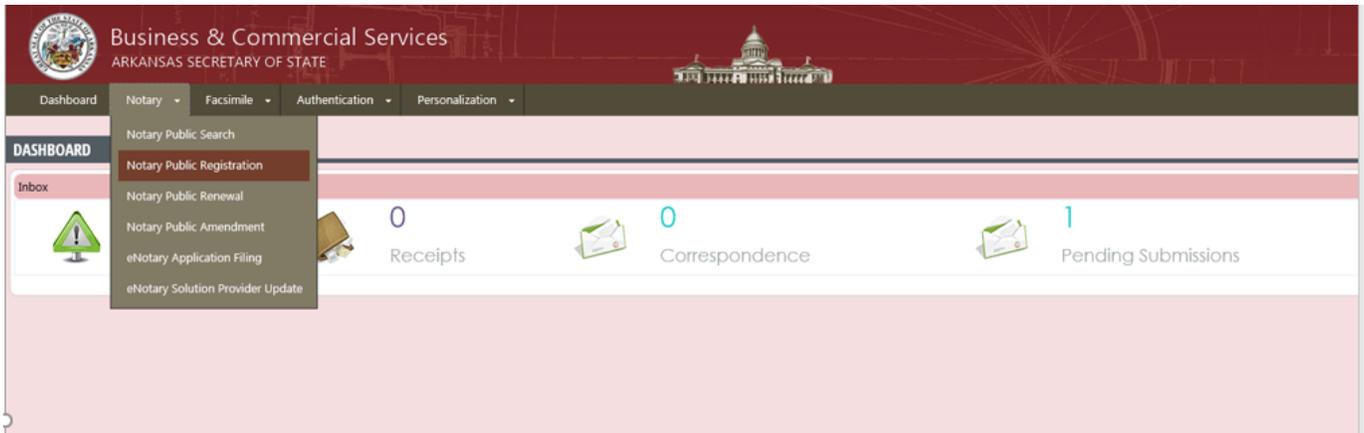
For questions or concerns, please contact us at **Notary@sos.arkansas.gov**

- 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/>.

- 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”

NOTARY PUBLIC REGISTRATION

Instructions Exam Processing Checklist Review Done

The latest version of the Adobe Reader plug-in is required to view elements of this web page and print your submission form. If you do not already have the Adobe Reader plug-in installed, please click here to download

In case you are unable to print the documents at the time of online submission: A copy of this submission form and instruction sheet will be sent to applicant's ARSOS Inbox account as well as the applicant's email address entered in the form. They may be re-printed from either location. To access the forms sent to applicant's ARSOS Inbox, login to applicant's ARSOS user account and click on the "Correspondences" icon.

Instructions to Submit a Notary Registration Application:

1. After reading all instructions click "Continue" at the bottom of the page.
2. On the exam screen read the instructions and answer the minimum number of questions correctly. Click "Continue".
3. On the Processing Screen, enter your name as you will be signing it in your notarizations into the "Notary Public Name" fields.
4. Enter your name as it appears on your surety bond into the "Name on Bond" fields.
5. You have the option of entering your email address and phone number information. If email information is entered, you will receive renewal reminders and notification of filings on your record to that email address.
6. If choose to enter email address information, and you would like your email address(es) displayed on the ARSOS Online Notary Public Search, click the checkbox labeled "Check this box to opt in to displaying your email address information to online users in the Notary Public Search".
7. Enter your Bonding Agent and County of Commission into the provided fields.
8. Enter the date your Bond begins into the "Date on Bond" field.
9. If you are an out of state Notary applying for Commission based on your employer's AR address, check the "Out of State Notary Employed in AR" checkbox.
10. Enter your address of current residence into the Residential Address fields.
11. Enter the address where you would like to receive your correspondence into the "Mailing Address" fields. If this is the same as your address of residence, check the "Same as Residential Address" checkbox.
12. If you are an out of state Notary employed in Arkansas, enter your address of employment into the "Employer's Address" fields.
13. Click "Continue" at the bottom of the page.
14. On the Review Screen, please review the information entered thus far and ensure it is accurate and correct. To edit any of the information entered you may click any of the buttons on the right side of the screen.
15. Click "Continue".
16. On the Payment Screen, enter your payment information and click "Process Payment".
17. On the Filing Complete Screen, print your Application Form and Instruction Sheet from your PDF plugin window.

Return the following materials to the Arkansas Secretary of State:

- **Completed Application:** Please write your name each time exactly as it appears on your bond. Affidavit must be completed by a notary or other authorized official other than yourself.
- **\$20.00 Application Fee:** Check, or money order made payable to the Arkansas Secretary of State.
- **Copy of Surety Bond or Contract:** A \$7,500 bond may be purchased from a bond or insurance company of your choice authorized to do business in Arkansas. Enclose a copy of the bond, not the application for the bond.

Back Continue

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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.

Business & Commercial Services
ARKANSAS SECRETARY OF STATE

Welcome JAMBHUTTON Tuesday, February 26, 2019
Your last login was at 2/26/2019 2:14:28 PM

Dashboard Notary Facsimile Authentication Personalization Logout

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 : According to the Arkansas Notary Public Handbook, what is the 1st step in the notary application process?

Take the required exam.

Obtain a surety bond.

Complete the Secretary of State application.

Purchase a stamp.

Q.2 : Notaries public may:

Perform notarizations remotely using a computer.

Notarize in states other than Arkansas.

Only notarize at work when the employer pays for the commission.

Take acknowledgements.

Q.3 : According to the Arkansas Notary Public Handbook, what is the last step in the notary application/renewal process?

Purchase a stamp.

File certificates of commission with the Circuit Clerk.

Receive a notary public identification card from the Secretary of State.

None of the above.

Q.4 : For an Arkansas resident, the notary public's county of commission is determined by:

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iv. Application Screen is next

- 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.
- Certain fields, such as email addresses and phone numbers are not required.
 - Listing your email address will ensure you receive email updates concerning changes to notary laws and procedures.

NOTARY PUBLIC REGISTRATION

Instructions Exam 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: Commission Start Date on Bond:

Residential Address Out of State Notary Employed in AR

Country: Zip Code:

Street Address 1: Street Address 2:

City: State:

County:

Mailing Address Same as Residential Address

Country: Zip Code:

Street Address 1: Street Address 2:

City: State:

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

Mail

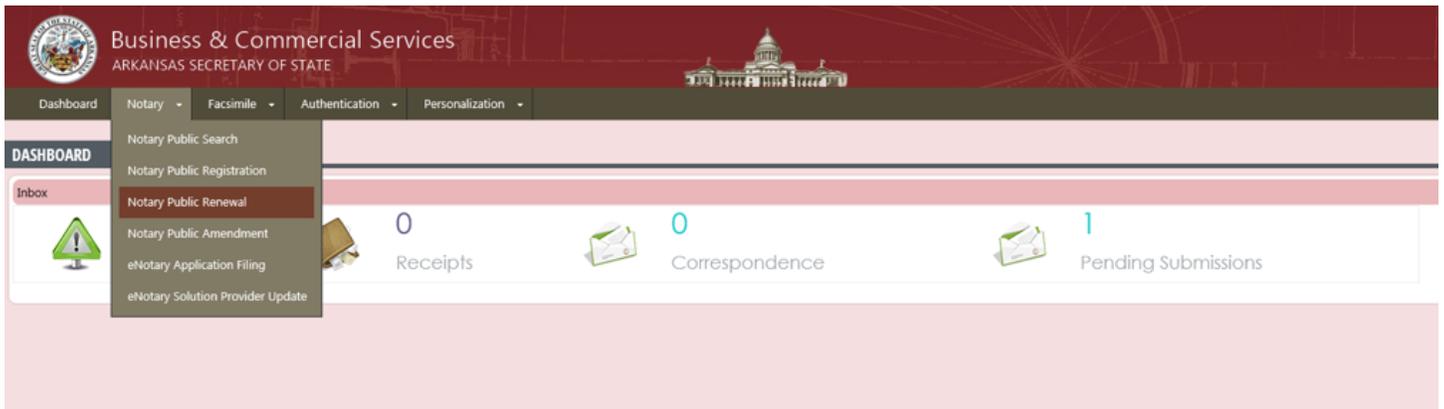
- The original, notarized application to the Arkansas Secretary of State
- Copy of the surety bond – do not send the original, please only send a photocopy.
- \$20 application fee in the form of a check or money order

Submit In Person

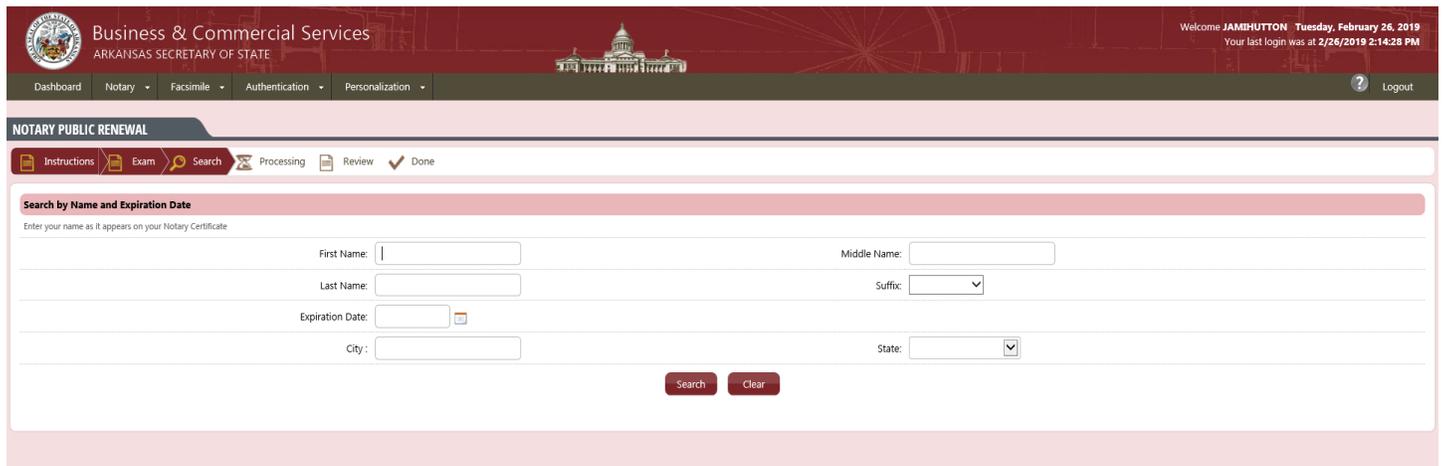
- You may also submit the above documents in person at the Arkansas Secretary of State’s Business and Commercial Services Division located at 1401 W. Capitol, Suite 250, Little Rock, AR 72201.

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



NOTARY PUBLIC RENEWAL

Instructions Exam 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: State:

Search Clear

Select	Notary Public Name	Expiration Date	Status	eNotary Designation	City	State
<input type="radio"/>	PAMELA BOYD SMITH	7/11/1993	Expired	N/A	JACKSONVILLE	ARKANSAS
<input type="radio"/>	PAMELA MARIE SMITH	8/15/1992	Expired	N/A	LAFE	ARKANSAS
<input type="radio"/>	PAMELA S. SMITH	8/3/1991	Expired	N/A	PARAGOULD	ARKANSAS
<input type="radio"/>	PAMELA SUE SMITH	8/13/1991	Expired	N/A	STUTT GART	ARKANSAS
<input type="radio"/>	PAMELA SUE SMITH	8/13/2001	Expired	N/A	STUTT GART	ARKANSAS
<input type="radio"/>	PAMELA M. (MARIE) SMITH	8/15/2002	Expired	N/A	LAFE	ARKANSAS
<input type="radio"/>	PAMELA ANN SMITH	9/3/2009	Expired	N/A	BROOKLAND	ARKANSAS
<input type="radio"/>	PAMELA J SMITH	1/11/2012	Expired	N/A	BRYANT	ARKANSAS
<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

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Continue

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

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NOTARY PUBLIC RENEWAL

Instructions Exam 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: State:

Alert

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

OK

Select	Notary Public Name	Expiration Date	Status	eNotary Designation	City	State
<input type="radio"/>	PAMELA SMITH	4/19/2026	Good Standing	N/A	ROCKPORT	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:

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

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”

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DASHBOARD

Inbox

Notary Public Search
Notary Public Registration
Notary Public Renewal
Notary Public Amendment
eNotary Application Filing
eNotary Solution Provider Update

0 Receipts 0 Correspondence 1 Pending Submissions

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:

NOTARY PUBLIC AMENDMENT

Instructions Search Update Information 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:

Alert
⚠ Notary Amendment filing is not allowed for Expired Notary Public. Please process the Renewal filing for the Notary Public before making an Amendment.

Select	Notary Public Name	Expiration	City	State
<input type="radio"/>	PAMELA SMITH	3/25/2015	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: 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: ARKANSAS NOTARY DISCOUNT ASSOCIATION CO County of Commission: Commission Start Date: 5/10/2012 Commission Expiration Date: 5/10/2022

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:

- 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.