



MICHELE REAGAN  
*Secretary of State*  
*State of Arizona*

1700 W. Washington St.,  
2<sup>nd</sup> Floor Ste. 220  
Phoenix AZ 85007

400 W. Congress,  
1<sup>st</sup> Floor Ste. 141  
Tucson, AZ 85701

Thank you for your interest in becoming a Notary Public. Please review the following checklist to avoid any delays in receiving your commission.

- **The Notary Application CANNOT be submitted online.** It must be printed and mailed in or hand carried to either the Tucson or Phoenix office.
- The printed name on the application **MUST MATCH** the printed name on the bond.
- The signatures on the application and the bond **MUST BE IDENTICAL.**
- Bond **MUST BE COMPLETELY** filled out (no blanks) and notarized properly. You cannot notarize your own signature!
- Your physical **HOME** address must be provided on the notary application.
- The county of residence on the bond **MUST MATCH** your physical home address.
- Documents with white out/correction fluid or erasures will not be accepted.

Mail or hand-carry the following:

- The Original Application and Bond (and Rider from bond company if requested)
- Filing fee in the form of a check or money order for \$43 (4 week processing time) or \$68 expedite (48 hr. processing time...please write **“expedite”** on the envelope) made payable to the Secretary of State.

**Cash or Credit Card payments are accepted in person only.**

Mail to: Secretary of State  
Notary Department  
1700 W Washington St, Ste. 220  
Phoenix, AZ 85007

Once your application has been approved and processed, your certificate will be sent via email to the email address you provided on the application.

If you have any questions before you submit your paperwork, please feel free to give us a call at (602) 542-6187.

Thank you.

Arizona Secretary of State  
Business Services  
Notary Department