

INSTRUCTIONS FOR A NOTARY PUBLIC

(NEW AND RENEWALS)

1. Applicant needs to file out a Notary Application
 - a. They can come by the office or go to www.alpja.org
2. Applicant will need to have their driver license or photo ID
 - a. Make copy of DL or photo ID
 - b. If their address is different from what they have put on the application and what is on their photo ID, you will need two proofs of being a resident in Winston County
 - i. Utility bill that is in their name with address on the application
 - ii. Voter registration (with address listed on the application)
 - iii. Phone bill that is in their name with address on the application
 - iv. Property tax assessment sheet with a homestead status that has their name and address on the application
3. \$10.00 non-refundable fee

They will be notified within 10 days of submitting their application, if they have been approved or denied after the completion of a back ground check on **ALACOURT (state search) and PACER (federal search)** to verify that the applicant has not been convicted of any Class C felonies, a crime of Moral Turpitude and is not currently a debtor in a bankruptcy proceeding.

If approved:

1. The letter will instruct them to go to www.alpja.org and complete the Notary Public training
2. They will need to print out the certificate of completion at the end.
3. They will be instructed to apply for a \$50,000.00 bond made payable to the "State of Alabama" which MUST be returned within 30 days of receiving the approval letter or they will have to start the process all over with a new application and pay the \$10.00 fee again.
4. Once they have their bond and the certification of completion of the notary training, they will bring those in and pay a fee of \$53.00

You will complete the notary commission form and the form that will go to the Secretary of States office. Make sure you place a seal on the commission card at the bottom of the letter.