

INSTRUCTIONS FOR BECOMING A NOTARY

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT OUR OFFICE AT 205-669-3720

BELOW IS A CHECK LIST OF ITEMS NEEDED TO RECORD YOUR BOND.

PLEASE READ OVER EACH ITEM CAREFULLY.

1. _____ NOTARY BOND

Obtain a bond from the insurance company of your choice.

Make sure the insurance company has put the name you wish to use when you notarize, on the bond (with or without a middle name, etc.). Your signature on the bond must match the name on your bond.

Leave the commission/appointment date blank, to be filled in by our office.

*******Sign your bond in the two places where it says "Principal" and have your signature notarized. The notary section is sometimes on the back of the bond*******

2. _____ NOTARY APPLICATION

Complete our application (located on our website) and include it with your bond. Make sure to write your name exactly as it appears on your bond. If you are a new notary OR it has been more than 30 days since your previous notary expired, you must have 3 references sign the bottom portion. There is also a place for your voter information. If you do not know your precinct #, you may put the name of the place where you vote (ex. Pelham Civic Center, United Methodist Church, etc.). If you are not a registered voter, you must provide a utility bill with YOUR name and Shelby County address. **Make sure you have signed the application.**

3. _____ PAYMENT

\$43 check to the Judge of Probate. If coming in person, you may pay this amount in cash or on a credit/debit card (fee of \$2.99 added to card payments)

4. _____ ENVELOPES

If mailing the notary documents, include a self-addressed stamped envelope.

Once you have all the above items, you may either mail them or bring them in person.

Mailing Address:

Recording Office

P.O. Box 825

Columbiana, AL 35051

Overnight Address:

Recording Office

112 North Main St.

Columbiana, AL 35051