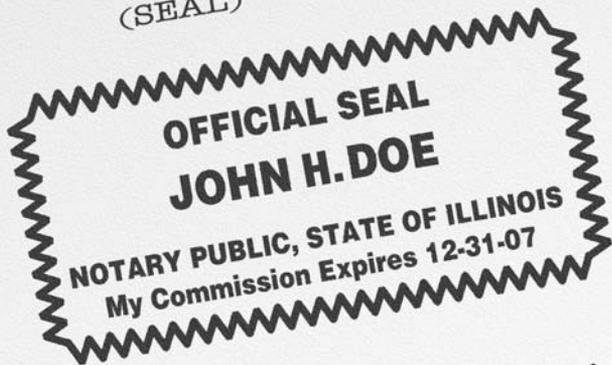


ILLINOIS NOTARY PUBLIC HANDBOOK

(1) IN WITNESS WHEREOF, the undersigned have caused executed as of the date first above written.

(SEAL)



John H. Doe
Notary

Jesse White
Secretary of State



Dear Friend:

This handbook outlines the important duties of a notary public. The Illinois Notary Public Act, effective July 1, 1986, was passed to better meet the needs of the modern business world. Effective June 13, 2000, under certain conditions, residents of states bordering Illinois may be commissioned as Illinois notaries.

Following are basic rules for proper and safe notarization: 1) Keep your notary seal in a safe place; 2) Do not notarize a signature unless the signer is present at the time of notarization; 3) Do not lend your stamp to anyone, including your employer; 4) Do not identify a document signer on the word of a friend or employer who is not willing to take an oath; 5) Sign your name on notarial certificates exactly as it appears on your commission and affix your seal.

I encourage you to read this handbook thoroughly. If you have questions, please contact: Office of the Secretary of State, Index Department, 111 E. Monroe St., Springfield, IL 62756.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White". The signature is written in black ink and is positioned above the printed name and title.

Jesse White
Secretary of State

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GENERAL INFORMATION*

INTRODUCTION

An Illinois notary public holds an important office and must fully understand the functions and responsibilities of that office as set forth by Illinois law. Effective June 13, 2000, under certain conditions, residents of states bordering Illinois may be commissioned as Illinois notaries.

The purpose of notarization is to prevent fraud and forgery. The notary acts as an official and unbiased witness to the identity of a person who comes before the notary for a specific purpose. This places a great deal of responsibility upon the notary.

If a document requires the administration of an oath, the person must personally appear before the notary, be administered the appropriate oath, and sign the document in the notary's presence.

If the document requires an acknowledgment, the person must appear before the notary and acknowledge the document.

Following is a summary of general information relating to notaries. Section numbers appearing in the text refer to sections of the Illinois Notary Public Act, which is printed in its entirety beginning on page 13.

APPOINTMENT

Illinois residents are appointed notaries by the Secretary of State for a term of four years. Out-of-state residents are appointed for a one-year term. An applicant for appointment must: (1) be a citizen of the United States or an alien lawfully admitted for permanent residence; (2) be a resident of the State of Illinois or employed in the state of Illinois for at least 30 days; (3) be at least 18 years of age; (4) be able to read and write the English language; (5) have not been convicted of a felony; and (6) have not had a notary commission revoked during the past 10 years (Sec. 2-102).

An applicant must complete the proper application form provided by the Secretary of State, which includes the oath of office. He or she must also obtain from a bonding or surety company a \$5,000 notary bond. The application and bond are then forwarded to the Secretary of State along with the \$10 filing fee. If the Secretary of State approves the application, a commission will be issued.

The commission will be mailed to the county clerk of the county in which the applicant resides. The appointment is not complete until the commission is recorded with the county clerk. The recording with the county clerk may be done in person or by mail. The county clerk will notify the applicant of the procedure (Sec. 2-106).

* *Although every effort has been made to ensure the accuracy of this information, it is not intended as a substitute for the law or for opinions and decisions of the courts.*

GENERAL INFORMATION

When the applicant has recorded his or her appointment with the county clerk and has received the commission, the appointment is complete. The notary must then obtain an official seal and can perform notarial acts anywhere in the State of Illinois, as long as he or she continues to reside or work in the county in which he or she was commissioned.

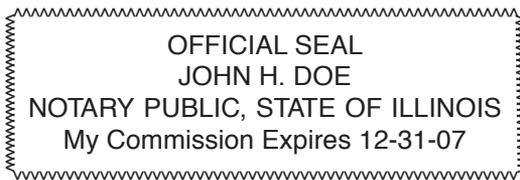
BOND

The \$5,000 bond must be issued by a company qualified to write surety bonds in the State of Illinois (Sec. 2-105). In order for a company to write bonds, that company must be qualified to do so with the Illinois Department of Insurance. Although the company you work for may be willing to post a bond for you, it probably is not qualified to do so.

Most insurance companies can write surety bonds. You may want to contact your local agent. The decision where to purchase a bond can only be made by the applicant. The Office of the Secretary of State does not recommend any particular bonding company.

SEAL

Every notary public must obtain and use a rubber stamp seal no more than one inch in height and two and one-half inches in length (Sec. 3-101). Although the law does not prescribe the exact format of the seal, the following example contains all of the required information and is acceptable. In this case, the notary's name is John H. Doe, whose notary appointment expires Dec. 31, 2007.



(seal must be in black ink)

The stamp must include the notary public's name exactly as the notary was commissioned and the date the notary's commission expires. (This date appears on the notary commission.) You may include the name of the county in which your appointment is recorded on your seal. The law neither requires the name of the county to appear on the seal nor prohibits it.

Notary seals may be purchased at most office supply stores or stamp manufacturers. Consult the yellow pages of your telephone book for "rubber stamps." The Office of the Secretary of State does not recommend any particular company.

GENERAL INFORMATION

FAILURE TO RECORD APPOINTMENT WITH COUNTY CLERK

If the applicant fails to record his or her appointment with the county clerk within 60 days, the county clerk will return the commission to the Secretary of State and the commission will be cancelled. *No refund will be issued* (Sec. 2-106).

SIGNATURE OF NOTARY

A notary public must sign every notary certificate and affix the seal at the time of notarization. A notary shall not use any name or initial in signing certificates other than that by which the notary was commissioned (Sec. 6-104). If you are commissioned as a notary JOHN DOE, you must sign notary certificates JOHN DOE. You cannot sign JOHN A. DOE or JOHNNY DOE. Make sure your name on the application reads the way you intend to sign your name.

GEOGRAPHICAL JURISDICTION

A notary public has jurisdiction to act as such throughout the State of Illinois (Sec. 3-105). In the certificates a notary is called upon to complete, there will be a heading such as "State of Illinois, County of _____". The name of the county where the signer personally appeared before the notary public should be inserted on the certificate.

FEE

The maximum fee that may be charged by a notary for a notarial act is \$1. A notary is not required to charge for services.

CERTIFICATE OF AUTHORITY

Courts or public officials may require that a "Certificate of Authority" be attached to a document that has been notarized. This certificate confirms that the individual was an appointed and commissioned notary public for the State of Illinois on the date of notarization. Such certificates are issued by the county clerk of the county where the notary recorded his or her appointment or by the Secretary of State. Persons who require a certificate of authority should contact the county clerk or the Secretary of State's Index Department for further information. Most documents do not require a certificate of authority, and it is not the responsibility of the notary public to obtain such a certificate for any party.

CHANGE OF NAME OR MOVE TO ANOTHER COUNTY

The law requires a notary public to resign his or her appointment if there is a change in name, a move to another county, or a non-resident notary changes employment to another county (Sec. 4-101). If the person wishes to continue to be a notary, he or she must apply for appointment under the new name or in the new county of residence or employment. This action is necessary so that county clerks can certify the authority of notaries in their counties.

REAPPOINTMENT AS A NOTARY

Illinois notaries are appointed for either a four-year term or a one-year term. Notaries are not automatically reappointed (Sec. 5-101). A notary public whose appointment is about to expire and who wishes to continue to be a notary shall follow the same procedure used for a new appointment. The Secretary of State sends out renewal notices prior to the expiration date of the current appointment.

REFUSAL OR REVOCATION OF APPOINTMENT

The Secretary of State may refuse to appoint any person as a notary public or may revoke the appointment of any notary public upon the following: (a) If an application contains misstatements or omissions of facts; or (b) if a notary public is convicted of any felony or of official misconduct under this Act (Sec 7-108). A person whose notary public appointment has been revoked may not apply for another appointment during the 10-year period following the revocation.

FUNCTIONS OF A NOTARY PUBLIC

Notarial Acts – An Illinois notary public is authorized to perform notarial acts or “notarization” anywhere in the state. Notarial acts include taking an acknowledgment, taking a verification upon oath or affirmation, witnessing or attesting a signature, administering an oath or affirmation, and performing any other act authorized by law (Sec. 6-101).

Identification – A notary public *must positively identify* the person requesting notarization. A notary has positive identification if the person (a) is personally known to the notary; (b) is identified upon the oath or affirmation of a credible witness personally known to the notary; or (c) is identified on the basis of identification documents (Sec. 6-102).

Certificates – There is a certificate for each type of notarial act. Most documents have a preprinted certificate on the form, or a certificate has been prepared by an attorney. It is not the notary’s function to determine what type of notarial act is required with regard to a request, but the notary must know and use the proper certificate for the type of act he or she is requested to perform (Sec. 6-103). A brief description of each type of notarial act and the related certificate follows.

GENERAL INFORMATION

Acknowledgment

The taking of an acknowledgment consists of positively identifying the signer of a document. The signer need not sign in the notary's presence but *must personally appear* before the notary and state that the signature on the document is his or hers. Acknowledgments may be taken in an individual capacity or in a representative capacity (as an authorized representative of another – for example, as officer of a corporation for and on behalf of the corporation or as an attorney in fact for another person). These short form certificates are sufficient to meet the requirements of the law.

acknowledgment
(in an individual capacity)

State of Illinois

County of _____.

This instrument was acknowledged before me on _____

_____ (date) by _____

(name of person).

(seal)

signature of notary public

* * *

acknowledgment
(in a representative capacity)

State of Illinois

County of _____.

This instrument was acknowledged before me on _____

_____ (date) by _____

(name of person) as _____ (type of authority,
e.g., officer, trustee, etc.) of _____

(name of party on behalf of whom instrument was executed).

(seal)

signature of notary public

GENERAL INFORMATION

Verification Upon Oath of Affirmation

Sometimes referred to as a "jurat," verification upon oath or affirmation is a declaration that a statement is true and was made by a person upon oath or affirmation. The person requesting this notarial act must personally appear before the notary and sign the document in the presence of the notary. The notary public is required to administer an oath. There is no prescribed wording for the oath, but an acceptable oath would be:

***"Do You Swear (Or Affirm) That The Statements
In This Document Are True?"***

Verification upon oath may be taken in an individual capacity or in a representative capacity. These short form certificates are sufficient to meet the requirements of the law.

verification upon oath or affirmation
(in an individual capacity)

State of Illinois

County of _____.

Signed and sworn (or affirmed) to before me on _____
_____ (date) by _____

(name of person making statement).

(seal)

signature of notary public

* * *

verification upon oath or affirmation
(in a representative capacity)

State of Illinois

County of _____.

Signed and sworn (or affirmed) to before me on _____
_____ (date) by _____

(name of person) as _____ (type of authority,
e.g., officer, trustee, etc.) of _____

(name of party on behalf of whom instrument was executed).

(seal)

signature of notary public

GENERAL INFORMATION

Witnessing or Attesting a Signature

Occasionally, a notary public may be requested to witness a signature on a document when no oath is necessary or required. The person requesting this notarial act must personally appear before the notary and sign the document in the presence of the notary. This short form certificate is sufficient to meet the requirements of the law.

witnessing or attesting a signature

State of Illinois
County of _____.

Signed (or subscribed or attested) before me on _____
(date) by _____
(name of person).
(seal)

signature of notary public

Signature-by-Mark

When an individual requests a notarial act and the individual is prevented by disability or illiteracy from writing a signature, take these precautions: positively identify the individual; ensure that there are two persons to witness the signature-by-mark in addition to yourself; write in the name of the signer-by-mark near the mark on the document, and complete the form below.

signature-by-mark

State of Illinois
County of _____.

This instrument was acknowledged before me on _____
(date) by _____
(name of person) who made and acknowledged making his/her mark
on the instrument in my presence and in the presence of two persons
who have signed below.
(seal)

signature of notary public

signature and address
of witness

signature and address
of witness

GENERAL INFORMATION

Oaths or Affirmations

On rare occasions, a notary may be asked to administer a verbal oath or affirmation. Illinois notaries public are authorized to administer such oaths not only by the Notary Public Act but also by other state laws (Illinois Revised Statutes, ch. 101). Notaries may administer oaths to witnesses, the oath of office to public officials when an oath of office is required to be taken, and oaths on any other occasion when an oath is required.

An oath contains the words, "I do solemnly swear . . .," and an affirmation contains the words, "I do solemnly affirm" Either form may be used, as both are effective in invoking the perjury statute against the maker of a false statement.

The exact wording of the oaths or affirmations can vary from situation to situation. It is not the obligation of a notary to ascertain the proper wording of an oath or affirmation, but the notary can administer it when the proper wording is provided. Following is a constitutional oath or affirmation required to be taken by most elected state and local officials.

Oath or Affirmation

"I do solemnly swear (affirm) that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of _____ to the best of my ability."

PROHIBITED ACTS

The law expressly prohibits a notary from performing certain acts set forth in (Sec. 6-104). Notaries are urged to read carefully that section of the law. Notaries are reminded in particular that:

A Notary Public *is not* a Notario Público

In Mexico and other Spanish-speaking countries, a Notario Público is a trained attorney with special expertise. A Mexican "notario" can, therefore, give legal advice and prepare legal forms. An Illinois notary *does not* have this authority. In fact, Illinois notaries who are not attorneys and who advertise notarial services in a language other than English must post a notice in English and the language in which the advertisement appears which states: "I AM NOT AN ATTORNEY LICENSED TO PRACTICE LAW IN ILLINOIS AND MAY NOT GIVE LEGAL ADVICE OR ACCEPT FEES FOR LEGAL ADVICE." If an Illinois notary is approached for help with a legal matter, the notary should refer the person to an attorney.

GENERAL INFORMATION

Immigration Forms

Federal law and regulation allows only attorneys and those persons who are “designated entities” by the U.S. Immigration and Naturalization Service (INS) or Board of Immigration Appeals to assist aliens in the preparation of legalization status. An Illinois notary cannot give advice on immigration matters, complete forms, or charge fees unless he or she has been authorized to do so by the INS or is an attorney.

A Notary May Not Issue Certified Copies

Illinois law does not authorize a notary public to certify copies of any document. Persons requesting certified copies of documents should be referred to the official who has custody of the original document or to the office where the document has been officially filed.

PENALTIES AND LIABILITY

A notary is held personally liable for all damages caused by his or her official misconduct (Sec. 7-101). “Official misconduct” means the unauthorized, unlawful, abusive, negligent, reckless or injurious performance of a duty. The notary bond does not protect the notary against such liability. The bond gives protection only to the person who is damaged by the notary’s misconduct. The bonding company will then recover its loss from the notary. The notary’s employer may also be liable for damages, if the notary was acting within the scope of the notary’s employment at the time the notary engaged in the official misconduct, and if the employer consented to the notary’s official misconduct (Sec. 7-102). In addition to being liable for damages, a notary convicted of official misconduct faces a fine and possible imprisonment.

CONCLUSION

A notary should act with caution. Questions should be answered by referring to the law or by contacting the Office of the Secretary of State. A notary public should always remember to:

1. Identify the person requesting a notarial act.
2. Administer an oath, if necessary.
3. Carefully complete the notarial certificate.
4. Sign his or her name as it appears on the notary seal.
5. Affix the notary seal.
6. The expiration date of his or her commission must be legible within the seal. No alterations are allowed.

Be sure to read the Act and keep it with your notary seal for later reference.

ILLINOIS NOTARY PUBLIC ACT

(As amended by Public Act 93-1001, effective August 23, 2004)

(Illinois Revised Statutes Ch. 102, par. 201-101)

(Illinois Compiled Statutes 5 ILCS 312)

ARTICLE I GENERAL PROVISIONS

1-101. Short Title.

This Act shall be known and may be cited as the "Illinois Notary Public Act" amended by P.A. 86-1475, effective Jan. 10, 1991.

1-102. Purposes and Rules of Construction.

- (a) This Act shall be construed and applied to promote its underlying purposes and policies.
- (b) The underlying purposes and policies of this Act are:
 - (1) to simplify, clarify, and modernize the law governing notaries public; and
 - (2) to promote, serve, and protect the public interest.

1-103. Prospective Effect of Act.

This Act applies prospective. Nothing in this Act shall be construed to revoke any notary public commissions existing on the effective date of this Act. All reappointments of notarial commissions shall be obtained in accordance with this Act.

1-104. Notary Public and Notarization Defined.

- (a) The terms "notary public" and "notary" are used interchangeably to mean any individual appointed and commissioned to perform notarial acts.
- (b) "Notarization" means the performance of a notarial act.
- (c) "Accredited immigration representative" means a not-for-profit organization recognized by the Board of Immigration Appeals under 8 C.F.R. 292.2(a) and employees of those organizations accredited under 8 C.F.R. 292.2(d).

ARTICLE II APPOINTMENT PROVISIONS

2-101. Appointment.

The Secretary of State may appoint and commission as notaries public for a four-year term as many persons resident in a county in this State as he deems necessary. The Secretary of State may appoint and commission as notaries public for a one-year term as many persons who are residents of a state bordering Illinois whose place of work or business is within a county in this State as the Secretary deems necessary, but only if the laws of that state authorize residents of Illinois to be appointed and commissioned as notaries public in that state.

2-102. Application.

Every applicant for appointment and commission as a notary shall complete an application form furnished by the Secretary of State to be filed with the Secretary of State stating:

- (a) the applicant's official name, which contains his or her last name and

ILLINOIS NOTARY PUBLIC ACT

- at least the initial of the first name;
- (b) the county in which the applicant resides or, if the applicant is a resident of a state bordering Illinois, the county in Illinois in which that person's principal place of work or principal place of business is located;
- (c) the applicant's residence address and business address, if any, or any address at which an applicant will use a notary public commission to receive fees;
- (d) that the applicant has resided in the State of Illinois for 30 days preceding the application or that the applicant who is a resident of a state bordering Illinois has worked or maintained a business in Illinois for 30 days preceding the application;
- (e) that the applicant is a citizen of the United States or an alien lawfully admitted for permanent residence in the United States;
- (f) that the applicant is at least 18 years of age;
- (g) that the applicant is able to read and write the English language;
- (h) that the applicant has never been the holder of a notary public appointment that was revoked or suspended during the past 10 years;
- (i) that the applicant has not been convicted of a felony; and
- (j) any other information the Secretary of State deems necessary.

(As amended by Public Act 93-1001, effective August 23, 2004).

2-103. Appointment Fee.

Every applicant for appointment and commission as a notary public shall pay to the Secretary of State a fee of \$10.

2-104. Oath.

Every applicant for appointment and commission as a notary public shall take the following oath in the presence of a person qualified to administer an oath in this State:

"I, _____ (name of applicant), solemnly affirm, under the penalty of perjury, that the answers to all questions in this application are true, complete, and correct; that I have carefully read the notary law of this State; and that, if appointed and commissioned as a notary public, I will perform faithfully, to the best of my ability, all notarial acts in accordance with the law.

 (Signature of applicant)
 Subscribed and affirmed before me on _____
 _____, _____.

(Official signature and official seal of notary)".

(As amended by Public Act 85-1396, effective September 2, 1988.)

ILLINOIS NOTARY PUBLIC ACT

2-105. Bond.

Every application for appointment and commission as a notary public shall be accompanied by an executed bond commencing on the date of the appointment with a term of 4 years, in the sum of \$5,000, with, as surety thereon, a company qualified to write surety bonds in this State. The bond shall be conditioned upon the faithful performance of all notarial acts in accordance with this Act. The Secretary of State may prescribe an official bond form.

2-106. Appointment Recorded by County Clerk.

The appointment of the applicant as a notary public is complete when the commission is recorded with the county clerk.

The Secretary of State shall forward the applicant's commission to the county clerk of the county in which the applicant resides or, if the applicant is a resident of a state bordering Illinois, the county in Illinois in which the applicant's principal place of work or principal place of business is located. Upon receipt thereof, the county clerk shall notify the applicant of the action taken by the Secretary of State, and the applicant shall either appear at the county clerk's office to record the same and receive the commission or request by mail to have the commission sent to the applicant with a specimen signature of the applicant attached to the request. The applicant shall have a record of the appointment, and the time when the commission will expire, entered in the records of the office of the county clerk. When the applicant appears before the county clerk, the applicant shall pay a fee of \$5, at which time the county clerk shall then deliver the commission to the applicant.

If the appointment is completed by mail, the applicant shall pay the county clerk a fee of \$10, which shall be submitted with the request to the county clerk. The county clerk shall then record the appointment and send the commission by mail to the applicant.

If an applicant does not respond to the notification by the county clerk within 30 days, the county clerk shall again notify the applicant that the county clerk has received the applicant's notary public commission issued by the Secretary of State. The second notice shall be in substantially the following form:

"The records of this office indicate that you have not picked up your notary public commission from the Office of the County Clerk.

The Illinois Notary Public Law requires you to appear in person in the clerk's office, record your commission, and pay a fee of \$5 to the county clerk or request that your commission be mailed to you. This request must be accompanied by a specimen of your signature and \$10 fee payable to the county clerk.

Your appointment as a notary is not complete until the commission is recorded with the county clerk. Furthermore, if you do not make arrangements with the clerk for recording and delivery of your commission within 30 days from the date of this letter, the county clerk will return your commission to the Secretary of State. Your commission will be cancelled and your name will be removed from the list of notaries in the State of Illinois.

ILLINOIS NOTARY PUBLIC ACT

I should also like to remind you that any person who attests to any document as a notary and is not a notary in good standing with the Office of the Secretary of State is guilty of official misconduct and may be subject to a fine or imprisonment".

The Secretary of State shall cancel the appointment of all notaries whose commissions are returned to his office by the county clerks. No application fee will be refunded and no bonding company is required to issue a refund when an appointment is cancelled.

(As amended by Public Act 91-818, effective June 13, 2000.)

ARTICLE III DUTIES – FEES – AUTHORITY

3-101. Official Seal.

Each notary public shall, upon receiving the commission from the county clerk, obtain an official rubber stamp seal with which the notary shall authenticate his official acts. The rubber stamp seal shall contain the following information:

- (a) the words "Official Seal";
- (b) the notary's official name;
- (c) the words "Notary Public", "State of Illinois", and "My commission expires _____ (commission expiration date)"; and
- (d) a serrated or milled edge border in a rectangular form not more than one inch in height by two and one-half inches in length surrounding the information.

3-102. Official Signature.

At the time of notarization, a notary public shall officially sign every notary certificate and affix the rubber stamp seal clearly and legibly using black ink, so that it is capable of photographic reproduction. The illegibility of any of the information required by this Section does not affect the validity of a transaction.

3-103. Notice.

- (a) Every notary public who is not an attorney or an accredited immigration representative who advertises the services of a notary public in a language other than English, whether by radio, television, signs, pamphlets, newspapers, or other written communication, with the exception of a single desk plaque, shall post in the document, advertisement, stationery, letterhead, business card, or other comparable written material the following: notice in English and the language in which the written communication appears. This notice shall be of a conspicuous size, if in writing, and shall state: "I AM NOT AN ATTORNEY LICENSED TO PRACTICE LAW IN ILLINOIS AND MAY NOT GIVE LEGAL ADVICE OR ACCEPT FEES FOR LEGAL ADVICE." If such advertisement is by radio or television, the statement may be modified but must include substantially the same message.

A notary public shall not, in any document, advertisement, stationery, letterhead, business card, or other comparable written material

ILLINOIS NOTARY PUBLIC ACT

describing the role of the notary public, literally translate from English into another language terms or titles including, but not limited to, notary public, notary, licensed, attorney, lawyer, or any other term that implies the person is an attorney. To illustrate, the word “notario” is prohibited under this provision.

Failure to follow the procedures in this Section shall result in a fine of \$1,000 for each written violation. The second violation shall result in suspension of notary authorization. The third violation shall result in permanent revocation of the commission of notary public. Violations shall not preempt or preclude additional appropriate civil or criminal penalties.

- (b) All notaries public required to comply with the provisions of subsection (a) shall prominently post at their place of business as recorded with the Secretary of State pursuant to Section 2-102 of this Act a schedule of fees established by law which a notary public may charge. The fee schedule shall be written in English and in the non-English language in which notary services were solicited and shall contain the disavowal of legal representation required above in subsection (a), unless such notice of disavowal is already prominently posted.
- (c) No notary public, agency or any other person who is not an attorney shall represent, hold themselves out or advertise that they are experts on immigration matters or provide any other assistance that requires legal analysis, legal judgment, or interpretation of the law unless they are a designated entity as defined pursuant to Section 245a.1 of Part 245a of the Code of Federal Regulations (8CFR 245a.1) or an entity accredited by the Board of Immigration Appeals.
- (d) Any person who aids, abets or otherwise induces another person to give false information concerning immigration status shall be guilty of a Class A misdemeanor for a first offense and a Class 3 felony for a second or subsequent offense committed within 5 years of a previous conviction for the same offense.

Any notary public who violates the provisions of this Section shall be guilty of official misconduct and subject to fine or imprisonment.

Nothing in this Section shall preclude any consumer of notary public services from pursuing other civil remedies available under the law.

- (e) No notary public who is not an attorney or an accredited representative shall accept payment in exchange for providing legal advice or any other assistance that requires legal analysis, legal judgment, or interpretation of the law.
- (f) Violation of subsection (e) is a business offense punishable by a fine of 3 times the amount received for services, or \$1,001 minimum, and restitution of the amount paid to the consumer. Nothing in this Section shall be construed to preempt nor preclude additional appropriate civil remedies or criminal charges available under law.

ILLINOIS NOTARY PUBLIC ACT

- (g) If a notary public of this State is convicted of 2 or more business offenses involving a violation of this Act within a 12-month period while commissioned, or of 3 or more business offenses involving a violation of this Act within a 5-year period regardless of being commissioned, the Secretary shall automatically revoke the notary public commission of that person on the date that the person's most recent business offense conviction is entered as a final judgment.

(As amended by Public Act 93-1001, effective August 23, 2004.)

3-104. Maximum Fee.

- (a) Except as provided in subsection (b) of this Section, the maximum fee in this State is \$1 for any notarial act performed.
- * (b) Fees for a notary public, agency, or any other person who is not an attorney or an accredited representative filling out immigration forms shall be limited to the following:
 - *(1) \$10 per form completion;
 - *(2) \$10 per page for the translation of a non-English language into English where such translation is required for immigration forms;
 - *(3) \$1 for notarizing;
 - *(4) \$3 to execute any procedures necessary to obtain a document required to complete immigration forms; and
 - *(5) A maximum of \$75 for one complete application.

Fees authorized under this subsection shall not include application fees required to be submitted with immigration applications.

Any person who violates the provisions of this subsection shall be guilty of a Class A misdemeanor for a first offense and a Class 3 felony for a second or subsequent offense committed within 5 years of a previous conviction for the same offense.

- (c) Upon his own information or upon complaint of any person, the Attorney General or any State's Attorney, or their designee, may maintain an action for injunctive relief in the court against any notary public or any other person who violates the provisions of subsection (b) of this Section. These remedies are in addition to, and not in substitution for, other available remedies.

If the Attorney General or any State's Attorney fails to bring an action as provided pursuant to this subsection within 90 days of receipt of a complaint, any person may file a civil action to enforce the provisions of this subsection and maintain an action for injunctive relief.

- (d) All notaries public must provide receipts and keep records for fees accepted for services provided. Failure to provide receipts and keep

* Only those notaries who are "designated entities" by the Immigration and Naturalization Service may perform these duties and charge these fees.

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records that can be presented as evidence of no wrongdoing shall be construed as a presumptive admission of allegations raised in complaints against the notary for violations related to accepting prohibited fees.

(As amended by Public Act 93-1001, effective August 23, 2004.)

3-105. Authority.

A notary public shall have authority to perform notarial acts throughout the State so long as the notary resides in the same county in which the notary was commissioned or, if the notary is a resident of a state bordering Illinois, so long as the notary's principal place of work or principal place of business is in the same county in Illinois in which the notary was commissioned.

(As amended by Public Act 91-818, effective June 13, 2000.)

3-106. Certificate of Authority.

Upon the receipt of a written request, the notarized document, and a fee of \$2 payable to the Secretary of State or County Clerk, the Office of the Secretary of State or County Clerk shall provide a certificate of authority in substantially the following form:

I _____
(Secretary of State or _____ County
Clerk) of the State of Illinois, which office is an office of record having a seal,
certify that _____ (notary's name) by whom the
foregoing or annexed document was notarized, was, on _____
(insert date), appointed and commissioned a notary public in and for the
State of Illinois and that as such, full faith and credit is and ought to be
given to this notary's official attestations. In testimony whereof, I have affixed
my signature and the seal of this office on _____ (insert date).

or _____ (Secretary of State
County Clerk).

ARTICLE IV CHANGE OF NAME OR MOVE FROM COUNTY

4-101. Changes causing commission to cease to be in effect.

When any notary public legally changes his or her name or moves from the county in which he or she was commissioned or, if the notary public is a resident of a state bordering Illinois, no longer maintains a principal place of work or principal place of business in the same county in Illinois in which he or she was commissioned, the commission ceases to be in effect and should be returned to

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the Secretary of State. These individuals who desire to again become a notary public must file a new application, bond, and oath with the Secretary of State.

(As amended by Public Act 91-818, effective June 13, 2000.)

ARTICLE V REAPPOINTMENT AS A NOTARY PUBLIC

5-101. Reappointment.

No person is automatically reappointed as a notary public. At least 60 days prior to the expiration of a commission the Secretary of State shall mail notice of the expiration date to the holder of a commission. Every notary public who is an applicant for reappointment shall comply with the provisions of Article II of this Act.

5-102. Solicitation to Purchase Bond.

No person shall solicit any notary public and offer to provide a surety bond more than 60 days in advance of the expiration date of the notary public's commission.

Nor shall any person solicit any applicant for a commission or reappointment thereof and offer to provide a surety bond for the notary commission unless any such solicitation specifically sets forth in bold face type not less than 1/4 inch in height the following: "WE ARE NOT ASSOCIATED WITH ANY STATE OR LOCAL GOVERNMENTAL AGENCY".

Whenever it shall appear to the Secretary of State that any person is engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the provisions of this Section, the Secretary of State may, in his discretion, through the Attorney General, apply for an injunction, and, upon a proper showing, any circuit court shall have power to issue a permanent or temporary injunction or restraining order without bond to enforce the provisions of this Act, and either party to such suit shall have the right to prosecute an appeal from the order or judgment of the court.

Any person, association, corporation, or others who violate the provisions of this Section shall be guilty of a business offense and punishable by a fine of not less than \$500 for each offense.

ARTICLE VI NOTARIAL ACTS AND FORMS

6-101. Definitions.

- (a) "Notarial act" means any act that a notary public of this State is authorized to perform and includes taking an acknowledgment, administering an oath or affirmation, taking a verification upon oath or affirmation, and witnessing or attesting a signature.
- (b) "Acknowledgment" means a declaration by a person that the person has executed an instrument for the purposes stated therein and, if the instrument is executed in a representative capacity, that the person signed the instrument with proper authority and executed it as the act

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- of the person or entity represented and identified therein.
- (c) "Verification upon oath or affirmation" means a declaration that a statement is true made by a person upon oath or affirmation.
 - (d) "In a representative capacity" means:
 - (1) for and on behalf of a corporation, partnership, trust, or other entity, as an authorized officer, agent, partner, trustee, or other representative;
 - (2) as a public officer, personal representative, guardian, or other representative, in the capacity recited in the instrument;
 - (3) as an attorney in fact for a principal; or
 - (4) in any other capacity as an authorized representative of another.

6-102. Notarial Acts.

- (a) In taking an acknowledgment, the notary public must determine, either from personal knowledge or from satisfactory evidence, that the person appearing before the notary and making the acknowledgment is the person whose true signature is on the instrument.
- (b) In taking a verification upon oath or affirmation, the notary public must determine, either from personal knowledge or from satisfactory evidence, that the person appearing before the notary and making the verification is the person whose true signature is on the statement verified.
- (c) In witnessing or attesting a signature, the notary public must determine, either from personal knowledge or from satisfactory evidence, that the signature is that of the person appearing before the notary and named therein.
- (d) A notary public has satisfactory evidence that a person is the person whose true signature is on a document if that person:
 - (1) is personally known to the notary;
 - (2) is identified upon the oath or affirmation of a credible witness personally known to the notary; or
 - (3) is identified on the basis of identification documents.

6-103. Certificate of Notarial Acts.

- (a) A notarial act must be evidenced by a certificate signed and dated by the notary public. The certificate must include identification of the jurisdiction in which the notarial act is performed and the official seal of office.
- (b) A certificate of a notarial act is sufficient if it meets the requirements of subsection (a) and it:
 - (1) is in the short form set forth in Section 6-105;
 - (2) is in a form otherwise prescribed by the law of this State; or
 - (3) sets forth the actions of the notary public and those are sufficient to meet the requirements of the designated notarial act.

6-104. Acts Prohibited.

- (a) A notary public shall not use any name or initial in signing certificates other than that by which the notary was commissioned.
- (b) A notary public shall not acknowledge any instrument in which the notary's name appears as a party to the transaction.

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- (c) A notary public shall not affix his signature to a blank form of affidavit or certificate of acknowledgment and deliver that form to another person with intent that it be used as an affidavit or acknowledgment.
- (d) A notary public shall not take the acknowledgment of or administer an oath to any person whom the notary actually knows to have been adjudged mentally ill by a court of competent jurisdiction and who has not been restored to mental health as a matter of record.
- (e) A notary public shall not take the acknowledgment of any person who is blind until the notary has read the instrument to such person.
- (f) A notary public shall not take the acknowledgment of any person who does not speak or understand the English language, unless the nature and effect of the instrument to be notarized is translated into a language, which the person does understand.
- (g) A notary public shall not change anything in a written instrument after it has been signed by anyone.
- (h) No notary public shall be authorized to prepare any legal instrument, or fill in the blanks of an instrument, other than a notary certificate; however, this prohibition shall not prohibit an attorney, who is also a notary public, from performing notarial acts for any documents prepared by that attorney.
- (i) If a notary public accepts or receives any money from any one to whom an oath has been administered or on behalf of whom an acknowledgment has been taken for the purpose of transmitting or forwarding such money to another and willfully fails to transmit or forward such money promptly, the notary is personally liable for any loss sustained because of such failure. The person or persons damaged by such failure may bring an action to recover damages, together with interest and reasonable attorney fees, against such notary public or his bondsmen.

(As amended by Public Act 85-421, effective January 1, 1988.)

6-105. Short Forms.

The following short form certificates of notarial acts are sufficient for the purposes indicated.

- (a) For an acknowledgment in an individual capacity:

<p>State of _____ County of _____ This instrument was acknowledged before me on _____ (date) by _____ (name/s of person/s.) <div style="text-align: right; margin-top: 10px;"> _____ (Signature of Notary Public) </div> <div style="margin-top: 10px;"> (Seal) </div> </p>
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(b) For an acknowledgment in a representative capacity:

State of _____
County of _____
This instrument was acknowledged before me on _____ (date)
by _____ (name/s of person/s) as
_____ (type of authority, e.g., officer,
trustee, etc.) of _____ (name of party on
behalf of whom instrument was executed).

(Signature of Notary Public)

(Seal)

(c) For a verification upon oath or affirmation:

State of _____
County of _____
Signed and sworn (or affirmed) to before me on _____ (date) by
_____ (name/s of person/s making statement).

(Signature of Notary Public)

(Seal)

(d) For witnessing or attesting a signature:

State of _____
County of _____
Signed and attested before me on _____ (date) by
_____ (name/s of person/s).

(Signature of Notary Public)

(Seal)

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ARTICLE VII LIABILITY AND REVOCATION

7-101. Liability of Notary and Surety.

A notary public and the surety on the notary's bond are liable to the persons involved for all damages caused by the notary's official misconduct.

7-102. Liability of Employer of Notary.

The employer of a notary public is also liable to the persons involved for all damages caused by the notary's official misconduct, if:

- (a) the notary public was acting within the scope of the notary's employment at the time the notary engaged in the official misconduct; and
- (b) the employer consented to the notary public's official misconduct.

7-103. Cause of Damages.

It is not essential to a recovery of damages that a notary's official misconduct be the only cause of the damages.

7-104. Official Misconduct Defined.

The term "official misconduct" generally means the wrongful exercise of a power or the wrongful performance of a duty and is fully defined in Section 33-3 of the Criminal Code of 1961. The term "wrongful" as used in the definition of official misconduct means unauthorized, unlawful, abusive, negligent, reckless, or injurious.

(As amended by Public Act 85-293, effective September 8, 1987.)

7-105. Official Misconduct.

- (a) A notary public who knowingly and willfully commits any official misconduct is guilty of a Class A misdemeanor.
- (b) A notary public who recklessly or negligently commits any official misconduct is guilty of a Class B misdemeanor.

7-106. Willful Impersonation.

Any person who acts as, or otherwise willfully impersonates, a notary public while not lawfully appointed and commissioned to perform notarial acts is guilty of a Class A misdemeanor.

7-107. Wrongful Possession.

Any person who unlawfully possesses a notary's official seal is guilty of a misdemeanor and punishable upon conviction by a fine not exceeding \$1,000.

7-108. Revocation of Commission.

The Secretary of State may revoke the commission of any notary public who, during the current term of appointment:

- (a) submits an application for commission and appointment as a notary

- public which contains substantial and material misstatement or omission of fact; or
- (b) is convicted of any felony, or official misconduct under this Act.

7-109. Action for Injunction, Unauthorized Practice of Law.

Upon his own information or upon complaint of any person, the Attorney General or any State's Attorney, or their designee, may maintain an action for injunctive relief in the circuit court against any notary public who renders, offers to render, or holds himself or herself out as rendering any service constituting the unauthorized practice of the law. Any organized bar association in this State may intervene in the action, at any stage of the proceeding, for good cause shown. The action may also be maintained by an organized bar association in this State. These remedies are in addition to, and not in substitution for, other available remedies.

COMMON ERRORS AND CAUSES FOR PROCESSING DELAYS

APPLICATION FOR COMMISSION AS A NOTARY PUBLIC

The applicant is responsible for the completion and accuracy of the information on the notary public application and bond. The following are the most common errors made when completing the application, which result in a delay in processing time:

- Not completing the home address information, including apartment number, ZIP code, and county information.
- Listing the employer's address instead of the applicant's residential address in Section One of the application.
- Not providing previous notary information.
- Every applicant must complete a notarial oath in which his or her signature must be notarized by another Illinois notary public. The notary performing the notarization must affix his or her seal, which is required to contain the following accurate information:
 - ✓ The exact name under which the notary is commissioned;
 - ✓ The correct commission expiration date;
 - ✓ The notary's signature must match the name under which he or she is commissioned.
- All signatures on the application must be original. The use of signature stamps is unacceptable.
- All applicants are required to obtain and submit a \$5,000 Illinois Notary Public Bond. Do not submit your Errors and Omissions Policy, or your application for a surety bond, as these are not acceptable to satisfy the bond

requirement. It is important that the applicant sign his or her surety bond. An authorized representative of the surety company must also sign the bond and affix their corporate seal. It is recommended that you submit a power of attorney with your surety bond.

- This office will only process original documents. A copy of the bond and/ or application will be returned to the applicant.
- The applicant must include the \$10 filing fee with their application.
- Applications submitted more than six months before your current commission expires will not be accepted.
- Submitting an application that is handwritten with illegible handwriting may result in delays or mistakes when processing. Please be sure to type your application or print legibly.

REMINDERS FOR COMPLETING YOUR NOTARY APPOINTMENT AS AN ILLINOIS NOTARY PUBLIC

- Complete your notary application with the name you would like to appear on your certificate. Please understand that all notarizations will need to be performed using this name.
- The Secretary of State determines the effective date of your commission, not the bonding company.
- Notify your bonding company of the effective date of your commission after you have registered with the county clerk. This bond will expire when your commission does.
- Your commission is not complete until you register the appointment with the county clerk's office.
- Do not purchase your notary public seal until you have received your notary commission from the county clerk's office.

QUESTIONS ABOUT THE APPOINTMENT PROCEDURE

How do I renew my notary appointment?

There is no automatic reappointment in Illinois. You will be notified by the Secretary of State approximately 60 days prior to the date your appointment expires. A preprinted application and bond form will be enclosed with the notification if you wish to apply for appointment for another term.

I have mailed a notary application and bond to the Secretary of State. When may I begin notarizing documents?

An appointed notary public may begin notarizing documents when his or her commission has been recorded with the county clerk and he or she has obtained an official notary public seal.

Should I accept a notary certificate from the county clerk that contains errors?

No, return the certificate to the county clerk detailing the error and request a corrected certificate.

How do I report a change in my home or work address or my name while I am serving as a notary public?

If you move or change employers and your new residence or place of employment is within the boundaries of the county from which you were appointed, you merely report the change of address to the Secretary of State. However, if you move out of the county, or if you are a non-resident notary who changes employment to another county, you must resign your commission. Resignations should be submitted to the Secretary of State. You can then apply for a new appointment.

When does a notary's commission officially expire?

A notary public receives a four-year appointment. A notary's commission expires at midnight of the expiration date of the appointment.

My notary commission will soon expire, I have received a notice from a "Notary Association" with instructions on how to apply for reappointment. What is this association? I thought notary applications were approved by the Secretary of State.

There are several groups operating in Illinois under the name of "notary association," "agency" or "company." They are private organizations and *are not* officially associated with any government agency. These organizations offer assistance to notaries, sell notary seals, and provide the \$5,000 notary bond for a fee. Solicitations from these groups are required to contain the following statement: "WE ARE NOT ASSOCIATED WITH ANY STATE OR LOCAL GOVERNMENTAL AGENCY." Only you can decide where to purchase your surety bond. You can purchase a bond from most insurance companies, or you may want to purchase a bond from one of the notary associations or agencies. The Secretary of State does not make any recommendations.

QUESTIONS ABOUT THE APPOINTMENT PROCEDURE

If my notary appointment has expired and I have applied for a new appointment, may I continue to notarize documents?

No. There is no grace period for a notary public once his or her appointment has expired. You may not perform notarial acts until you have recorded your new appointment with the county clerk and have obtained a new seal containing the date that your new term of office expires.

I would like to return to my maiden name. What does this involve?

A person who changes his or her name must resign his or her commission and apply for a new appointment.

What information is required when requesting that a commission be cancelled?

A written request should contain 1) the name under which the commission was issued; 2) the commission number; 3) reason for the cancellation and any supporting documents; 4) home address and telephone number; 5) signature of the notary requesting cancellation; and 6) the date the request was made.

Where do I submit my resignation as a notary?

Resignations should be submitted to: Secretary of State, Index Department, 111 E. Monroe St., Springfield, IL 62756.

YOUR NOTARY SEAL

- If you ordered your seal from a stamp or bonding company, verify the information against your notary certificate to ensure accuracy.
- The Notary Act requires that the expiration date is imprinted on the seal. This date may not be handwritten.
- Notary seals are required to have a serrated or milled edge border.
- Black is the only acceptable ink color for a notary seal.

PERFORMING NOTARIZATIONS IN ILLINOIS

- Always perform any notarization with the name that is listed on your notary certificate.

Example: If a notary is commissioned as John M. Doe, that is the name that must appear on his stamp, and he must sign his name that way. Signing as J. M. Doe or using any other variation is not acceptable.

- Do not imprint your seal over your signature in a notarization. All information must be legible.
- All notarizations in the State of Illinois must contain the proper notary certificate wording, which includes State and County of venue, the date, notarial wording, notary signature as commissioned, and the imprint of the notary seal. Please refer to page 8 of this handbook.

QUESTIONS ABOUT PERFORMING NOTARIZATIONS

May I notarize my own signature and/or the signatures of my spouse, children and other relatives?

A notary public may not notarize his or her own signature and may not notarize any document in which the notary's name appears as a party to the transaction. A notary may notarize the signature of his or her spouse, children and other relatives.

May I notarize documents that originate out of state?

Yes, as long as you perform the notarial act in Illinois and the notarial certificate indicates "State of Illinois, County of _____" to identify the jurisdiction in which the notarial act took place.

May I notarize documents only in my own county?

An Illinois notary public has the authority to act throughout the state if he or she is residing in the county from which he or she was appointed. The county in which the notarial act takes place should be inserted in the notarial certificate.

May I notarize documents when I am physically outside the State of Illinois?

No. An Illinois notary public has the authority to perform notarial acts only while in the State of Illinois.

Should I charge a fee for my services as a notary public?

The law does not require that you charge a fee. However, the maximum fee allowed is \$1.

May I notarize documents that I will be signing as an officer on behalf of a corporation?

No. You may never notarize your own signature, whether you are signing for yourself or for a corporation.

How does a notary identify a signer?

A notary has satisfactory evidence if the person (1) is personally known to the notary; (2) is identified by a credible witness personally known to the notary; or (3) is identified on the basis of identification documents. Proper identification should include a photograph and a signature on a reliable identification card, such as a driver's license.

Must the person sign the document in my presence?

If the document requires an oath (for example, the certificate reads "signed and sworn/affirmed before me. . ."), then an oath or affirmation must be administered to the person, and the person must sign the document in your presence. If the document requires acknowledgment, it is sufficient for the person to appear before you and acknowledge execution of the document. Never notarize an unsigned document. You may not take an acknowledgment because someone else assures you that the signature is genuine. You may not take an acknowledgment even when you recognize the signer's signature unless that person appears before you.

QUESTIONS ABOUT PERFORMING NOTARIZATIONS

What should I do when a person for whom I have performed a notarial act requests proof that I am a notary?

Occasionally, a "Certificate of Authority" is required to be attached to a document that has been notarized, particularly when that document is being sent out of state. This certificate is proof that the notary was a commissioned notary on the date that the document was notarized. A "Certificate of Authority" may be obtained from the county clerk of the county in which your appointment is recorded or from the Secretary of State's office. It is not your responsibility, however, to obtain the certificate for the person. That person should contact the county clerk or the Secretary of State for information.

May notaries use rubber stamp signatures?

No. Notaries may not use facsimile signature stamps in signing his or her official certificates. A signature must be written in ink as commissioned. In addition, a facsimile signature may not be notarized.

NOTARIZATION PROCEDURES/RULES

Should I keep a log book of my actions as a notary?

There is no requirement in Illinois that a notary public keep a log book or journal. However, a notary may keep a journal for his or her own record keeping.

What are the most common errors or omissions made by notaries?

(1) Failing to properly identify a person; (2) failing to administer an oath or affirmation (if required); and (3) failing to affix the notary seal.

Can a notary give legal advice or prepare legal documents?

No. A notary does not have this authority, unless he or she is also an attorney.

Can a notary give advice on immigration or fill out immigration forms?

No. According to federal law, no person, unless an attorney, shall fill out legalization forms or applications related to the Immigration Reform and Control Act of 1986 unless he or she has been authorized to do so by the Immigration and Naturalization Service or the Board of Immigration Appeals.

Is a notary responsible for the truth or accuracy of a document?

No. The main purpose of notarization is to compel truthfulness by the signer. Notaries have no authority to and are not required to verify the truth or accuracy of any document.

What should be done with the notary stamp if a commission terminates through revocation, resignation or death?

The notary, or the notary's heirs, should destroy or deface the seal so that it may not be misused.

QUESTIONS ABOUT PERFORMING NOTARIZATIONS

May a blank document be notarized?

Never notarize a blank or incomplete document. If a signer indicates that certain spaces in a document are to be left blank because they don't apply, suggest that he or she line through the spaces or write "Not Applicable." This protects the signer from later unauthorized insertions, and it may prevent the notary from having to appear as a witness in a lawsuit.

Is notarization required by law?

In many cases, yes. Some documents must be acknowledged before a notary, and other documents must be signed under oath to be effective. It is not a notary's duty to prepare the document, only to perform the notarial act and complete the notarial certificate.

NON-RESIDENT COMMISSIONS

I am a notary working in Illinois; however, we just moved across the state line into another state. May I continue to notarize when I am working at my job, which is in the State of Illinois?

No. Because you have moved out of state, you must resign your in-state notary commission. You must then reapply for a non-resident notary appointment, if you are eligible. Please refer to page 4 of this handbook.

When does a non-resident commission expire?

A non-resident commission is valid for one year from the effective date of the appointment.

How do I obtain an application to be commissioned as a non-resident notary?

You must contact the Index Department at 217-782-7017 to request a non-resident applicant packet.

How do I report a change in my employer's address?

If the change is within the county in which you are commissioned you must send a change of address to the Index Department in writing. However, if the new address is in a different county, you must resign your commission and re-apply.

MISCELLANEOUS QUESTIONS

Can my employer keep my seal and certificate if I leave the company?

No. The seal and certificate are considered the property of the notary public. Also, if you lose possession of your seal, it is recommended that you resign your commission.

What should I do if my notary seal is stolen?

Report the theft to the police. If for any reason you lose possession of your seal, it is recommended that you resign your commission.

Can information about any notary appointment be given to other people?

Yes. Notary public applications and appointments are public records and available to any interested person for examination or copying.

What could happen to someone who acts as a notary without a commission?

Performing unauthorized notarizations is a misdemeanor. The person could be fined and/or imprisoned for up to six months.

Can notarizations be performed for minors?

Yes, but the minor must be able to provide proof of identification, and a parent or legal guardian should be present.

My felony conviction was 20 years ago; can I apply for a notary public appointment?

No. Individuals who have been convicted of a felony are not eligible to be commissioned as an Illinois Notary Public under the provisions set forth in the Notary Public Act.

COUNTY CLERKS

Adams County Clerk	
507 Vermont St., Quincy, IL 62301	(217) 277-2150
Alexander County Clerk	
2000 Washington St., Cairo, IL 62914	(618) 734-7000
Bond County Clerk	
203 W. College St., Greenville, IL 62246	(618) 664-0449
Boone County Clerk	
601 N. Main St., Ste. 202, Belvidere, IL 61008	(815) 544-3103
Brown County Clerk	
200 Court St., Rm. 4, Mt. Sterling, IL 62353	(217) 773-3421
Bureau County Clerk	
700 S. Main St., Princeton, IL 61356	(815) 875-2014
Calhoun County Clerk	
P.O. Box 187, Hardin, IL 62047	(618) 576-2351
Carroll County Clerk	
301 N. Main St., P.O. Box 152, Mt. Carroll, IL 61053	(815) 244-0221
Cass County Clerk	
100 E. Springfield St., Virginia, IL 62691	(217) 452-2277, ext. 4
Champaign County Clerk	
1776 E. Washington St., Urbana, IL 61802	(217) 384-3720
Christian County Clerk	
P.O. Box 647, Courthouse, Taylorville, IL 62568	(217) 824-4969
Clark County Clerk	
501 Archer Ave., Marshall, IL 62441	(217) 826-8311
Clay County Clerk	
P.O. Box 160, Courthouse, Louisville, IL 62858	(618) 665-3626
Clinton County Clerk	
850 Fairfax, Rm. 230, P.O. Box 308, Carlyle, IL 62231	(618) 594-2464, ext. 630
Coles County Clerk	
651 Jackson, Rm. 122, Charleston, IL 61920	(217) 348-0501
Cook County Clerk	
Notary Dept., 118 N. Clark St., Chicago, IL 60602	(312) 603-5648
Crawford County Clerk	
100 Douglas St., P.O. Box 616, Robinson, IL 62454 ..	(618) 544-2590 or (618) 546-1212
Cumberland County Clerk	
P.O. Box 146, Toledo, IL 62468	(217) 849-2631
DeKalb County Clerk	
110 E. Sycamore St., Sycamore, IL 60178	(815) 895-7149
DeWitt County Clerk	
201 W. Washington, Clinton, IL 61727	(217) 935-2119
Douglas County Clerk	
401 S. Center St., P.O. Box 467, Tuscola, IL 61953	(217) 253-2411
DuPage County Clerk	
421 N. County Farm Rd., Wheaton, IL 60187	(630) 407-5500
Edgar County Clerk	
115 W. Court St., Rm. J, Paris, IL 61944	(217) 466-7433
Edwards County Clerk	
50 E. Main St., Albion, IL 62806	(618) 445-2115
Effingham County Clerk	
County Office Bldg., 101 N. 4th St., Ste. 201, P.O. Box 628, Effingham, IL 62401	(217) 342-6535
Fayette County Clerk	
P.O. Box 401, Courthouse, Vandalia, IL 62471	(618) 283-5000

COUNTY CLERKS

Ford County Clerk	
200 W. State St., Rm. 101, Courthouse, Paxton, IL 60957	(217) 379-2721
Franklin County Clerk	
Public Square, P.O. Box 607, Courthouse, Benton, IL 62812	(618) 438-3221
Fulton County Clerk	
100 N. Main St., Courthouse, Lewistown, IL 61542	(309) 547-3041
Gallatin County Clerk	
484 N. Lincoln Blvd. W., P.O. Box 550, Shawneetown, IL 62984	(618) 269-3025
Greene County Clerk	
519 N. Main St., Carrollton, IL 62016	(217) 942-5443
Grundy County Clerk	
111 E. Washington St., P.O. Box 675, Morris, IL 60450	(815) 941-3222
Hamilton County Clerk	
100 S. Jackson St., McLeansboro, IL 62859	(618) 643-2721
Hancock County Clerk	
P.O. Box 39, Courthouse, Carthage, IL 62321	(217) 357-3911
Hardin County Clerk	
P.O. Box 187, Courthouse, Elizabethtown, IL 62931	(618) 287-2251
Henderson County Clerk	
P.O. Box 308, Courthouse, Oquawka, IL 61469	(309) 867-2911
Henry County Clerk	
307 W. Center St., Cambridge, IL 61238	(309) 937-3575
Iroquois County Clerk	
1001 E. Grant, Watseka, IL 60970	(815) 432-6960
Jackson County Clerk	
1001 Walnut, Murphysboro, IL 62966	(618) 687-7360
Jasper County Clerk	
204 W. Washington Ste 2, Newton, IL 62448	(618) 783-3124
Jefferson County Clerk	
100 S. 10th St., Rm. 105, Mt. Vernon, IL 62864	(618) 244-8020
Jersey County Clerk	
200 N. Lafayette, Jerseyville, IL 62052	(618) 498-5571, ext. 115
JoDaviess County Clerk	
300 N. Bench St., Galena, IL 61036	(815) 777-0161
Johnson County Clerk	
P.O. Box 96, Vienna IL 62995	(618) 658-3611
Kane County Clerk	
Government Center, 719 S. Batavia Ave., Bldg. B, Geneva, IL 60134	(630) 232-5999
Kankakee County Clerk	
189 E. Court St., Kankakee, IL 60901	(815) 937-2990
Kendall County Clerk	
111 W. Fox St., Yorkville, IL 60560	(630) 553-4104
Knox County Clerk	
200 S. Cherry St., Galesburg, IL 61401	(309) 345-3815
Lake County Clerk	
18 N. County St., Rm. 101, Waukegan, IL 60085	(847) 377-2279
LaSalle County Clerk	
707 E. Etna Rd., Ottawa, IL 61350	(815) 434-8202
Lawrence County Clerk	
1100 State St., Lawrenceville, IL 62439	(618) 943-2346

COUNTY CLERKS

Lee County Clerk	
P.O. Box 329, Courthouse, Dixon, IL 61021	(815) 288-3309
Livingston County Clerk	
112 W. Madison St., Pontiac, IL 61764	(815) 844-2006
Logan County Clerk	
601 Broadway, P.O. Box 278, Lincoln, IL 62656	(217) 732-4148
Macon County Clerk	
141 S. Main St., Rm. 104, Decatur, IL 62523	(217) 424-1305
Macoupin County Clerk	
P.O. Box 107, Carlinville, IL 62626	(217) 854-3214
Madison County Clerk	
157 N. Main St., Ste. 109, Edwardsville, IL 62025	(618) 692-6290
Marion County Clerk	
P.O. Box 637, Salem, IL 62881	(618) 548-3400
Marshall County Clerk	
122 N. Prairie St., P.O. Box 328, Lacon, IL 61540	(309) 246-6325
Mason County Clerk	
P.O. Box 77, Courthouse, Havana, IL 62644	(309) 543-6661
Massac County Clerk	
1 Superman Square, Rm. 2A, P.O. Box 429, Courthouse, Metropolis, IL 62960	(618) 524-5213
McDonough County Clerk	
1 Courthouse Square, Macomb, IL 61455	(309) 833-2474
McHenry County Clerk	
2200 N. Seminary Ave., Woodstock, IL 60098	(815) 334-4242
McLean County Clerk	
115 E. Washington, #102, P.O. Box 2400, Bloomington, IL 61701	(309) 888-5189 or 888-5190
Menard County Clerk	
102 S. 7th St., P.O. Box 465, Petersburg, IL 62675	(217) 632-3201
Mercer County Clerk	
100 S.E. 3rd St., P.O. Box 66, Aledo, IL 61231	(309) 582-7021
Monroe County Clerk	
100 S. Main St., Waterloo, IL 62298	(618) 939-8681, ext. 302
Montgomery County Clerk	
P.O. Box 595, Hillsboro, IL 62049	(217) 532-9530
Morgan County Clerk	
P.O. Box 1387, 300 W. State St., Jacksonville, IL 62650	(217) 243-8581
Moultrie County Clerk	
10 S. Main, Sullivan, IL 61951	(217) 728-4389
Ogle County Clerk	
P.O. Box 357, Courthouse, Oregon, IL 61061	(815) 732-1110
Peoria County Clerk	
324 Main St., Rm. 101, Peoria, IL 61602	(309) 672-6059
Perry County Clerk	
P.O. Box 438, Courthouse, Pinckneyville, IL 62274	(618) 357-5116
Piatt County Clerk	
101 W. Washington, P.O. Box 558, Monticello, IL 61856	(217) 762-9487
Pike County Clerk	
100 E. Washington St., Pittsfield, IL 62363	(217) 285-6812
Pope County Clerk	
P.O. Box 216, Courthouse, Golconda IL 62938	(618) 683-4466

COUNTY CLERKS

Pulaski County Clerk	
P.O. Box 118, 500 Illinois Ave., Mound City, IL 62963	(618) 748-9360
Putnam County Clerk	
120 N. 4th St., P.O. Box 236, Hennepin, IL 61327	(815) 925-7129
Randolph County Clerk	
1 Taylor St., Rm. 202, Chester, IL 62233	(618) 826-5000, ext. 191
Richland County Clerk	
103 W. Main St., Courthouse, Olney, IL 62450	(618) 392-3111
Rock Island County Clerk	
County Bldg., 1504 3rd Ave., Rock Island, IL 61201	(309) 558-3555
Saline County Clerk	
10 E. Poplar St., Ste. 17, Harrisburg, IL 62946	(618) 253-8197
Sangamon County Clerk	
200 S. 9th St., Rm 101, County Bldg., Springfield, IL 62701	(217) 753-6740
Schuyler County Clerk	
P.O. Box 200, Courthouse, Rushville, IL 62681	(217) 322-4734
Scott County Clerk	
35 E. Market St., Winchester, IL 62694	(217) 742-3178
Shelby County Clerk	
301 E. Main St., P.O. Box 230, Shelbyville, IL 62565	(217) 774-4421
Stark County Clerk	
130 W. Main St., P.O. Box 97, Courthouse, Toulon, IL 61483	(309) 286-5911
St. Clair County Clerk	
County Bldg., 10 Public Square, Belleville, IL 62220	(618) 277-6600
Stephenson County Clerk	
15 N. Galena Ave., Ste. #2, Freeport, IL 61032	(815) 235-8289
Tazewell County Clerk	
McKenzie Bldg., 11 S. 4th St., Rm. 203, Pekin, IL 61554	(309) 477-2264
Union County Clerk	
309 W. Market, Rm. 100, Jonesboro, IL 62952	(618) 833-5711
Vermilion County Clerk	
6 N. Vermilion St., Danville, IL 61832	(217) 554-1900
Wabash County Clerk	
P.O. Box 277, Courthouse, Mt. Carmel, IL 62863	(618) 262-4561
Warren County Clerk	
100 W. Broadway, Monmouth, IL 61462	(309) 734-4612
Washington County Clerk	
101 E. St. Louis St., Nashville, IL 62263	(618) 327-4800, ext. 300
Wayne County Clerk	
P.O. Box 187, Courthouse, Fairfield, IL 62837	(618) 842-5182
White County Clerk	
301 E. Main St., P.O. Box 339, Carmi, IL 62821	(618) 382-7211, ext. 1
Whiteside County Clerk	
200 E. Knox St., Morrison, IL 61270	(815) 772-5189
Will County Clerk	
302 N. Chicago, Joliet IL 60432	(815) 740-4615
Williamson County Clerk	
200 W. Jefferson, P.O. Box 1108, Marion, IL 62959	(618) 997-1301, ext. 121
Winnebago County Clerk	
404 Elm St., Rm. 104, Rockford, IL 61101	(815) 987-3050
Woodford County Clerk	
115 N. Main St., Rm. 202, Eureka, IL 61530	(309) 467-2822

CHANGE OF ADDRESS CARD

You may use this card to report a change of address in the same county as you are registered.

- To report a change of address within the same county as you are registered as a notary public, please complete and detach the postcard below to: Secretary of State, Index Department, 111 E. Monroe St., Springfield, IL 62756. To use this option, you **MUST RESIDE** in the same county.
- If you have moved from the county in which you are registered, or wish to change the name you are commissioned under, you must reapply for commission as a notary public.
- Please refer to Article IV, Section 101, of the Notary Public Act on page 19 of this handbook. Call 217-782-7017 if you have any questions or need further clarification.



NOTARY PUBLIC CHANGE OF ADDRESS

(Please print or type.)

NAME _____ COMMISSION NUMBER _____

COUNTY _____ New address must be in the same county in which you are already registered.

NEW INFORMATION	PREVIOUS INFORMATION
STREET _____	STREET _____
ADDRESS _____	ADDRESS _____
CITY _____ ZIP CODE _____	CITY _____ ZIP CODE _____

DAYTIME PHONE () -

SIGNATURE _____ DATE _____



Jesse White
Secretary of State
Index Department
111 E. Monroe St.
Springfield, IL 62756

PLACE
STAMP
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SECRETARY OF STATE
INDEX DEPARTMENT
111 E. MONROE ST.
SPRINGFIELD, IL 62756

Jesse White • Secretary of State