



# TREY GRAYSON KENTUCKY SECRETARY OF STATE

[www.sos.ky.gov](http://www.sos.ky.gov)

## APPLICATION FOR APPOINTMENT & REAPPOINTMENT FOR NOTARY STATE AT LARGE

PURSUANT to the provisions of KRS 423.010, the undersigned applies to the Secretary of State of the Commonwealth of Kentucky to be appointed to the Office of Notary Public for the **State at Large**. For this purpose the undersigned applicant makes the following statements:

1. Name of applicant : \_\_\_\_\_  
(please print or type name as it is to appear on your commission certificate; it must match your surety bond & signature)
2. Date of birth: \_\_\_\_\_ 3. Daytime phone number: \_\_\_\_\_  
(month-day-year) (include area code)
4. Home address of applicant where notification will be mailed: \_\_\_\_\_  
\_\_\_\_\_

Check box if you would like your address made available on the notary website

5. County of Commission - KENTUCKY COUNTY OF RESIDENCE: \_\_\_\_\_ or  
KENTUCKY COUNTY in which the applicant's principal place of EMPLOYMENT is located: \_\_\_\_\_  
*(County on line 5 must match the county of the official signature below on the "Certificate of Approval")*

6. Application is being made for  new appointment or  reappointment. If a reappointment, date commission will expire:  
Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_ and Commission ID number \_\_\_\_\_. (Please do not send your application for reappointment earlier than four (4) weeks before your current commission is to expire.)

7. Applicant must meet following requirements: **1)** eighteen (18) years of age; **2)** if a Kentucky resident, a resident of the above-named county or principally employed in the county from which he or she is making application and if not a resident of Kentucky and employed in Kentucky, is principally employed in the above named county from which he or she is making application; **3)** of good moral character, i.e., not a convicted felon or if a convicted felon, civil rights have been restored by executive order; and **4)** capable of discharging the duties imposed upon the Office of Notary Public.

**8. COMPLETE THIS SECTION - "CERTIFICATE OF APPROVAL" BEFORE MAILING TO NOTARY COMMISSIONS**

The undersigned, an official authorized by statute to approve this application, states that the applicant herein is over eighteen (18) years of age, if a Kentucky resident, is a resident of or principally employed in the above-named county, or if not a Kentucky resident, but is employed in Kentucky, is principally employed in the above named county, is of good moral character (not a convicted felon), and is capable of discharging the duties imposed by law upon the Office of Notary Public of the Commonwealth of Kentucky.

NOW, THEREFORE, by virtue of the foregoing statements I have made and the authority granted to me by statute, my approval to the foregoing application is hereby granted.

SIGNATURE OF OFFICIAL: \_\_\_\_\_

PLEASE PRINT OR TYPE NAME OF OFFICIAL: \_\_\_\_\_

COUNTY & TITLE OF OFFICIAL: \_\_\_\_\_

**\*\*PLEASE NOTE:** The Certificate of Approval must be signed by one of the following officials: **Circuit Judge, Circuit Clerk, County Judge/Executive, County Clerk, Justice of the Peace (Magistrate) or Member of the General Assembly** of the county of residence of the applicant or in the county in which the applicant's principal place of employment is located. (Official signature must match county listed on line 5.)

9. Email address to receive future notary reminders: \_\_\_\_\_

10. Signature of applicant: \_\_\_\_\_

**NOTARY APPLICATION FOR NEW APPOINTMENT & REAPPOINTMENTS  
INSTRUCTIONS BY LINE**

- Line 1            Print or type name as it is to appear on the Certificate of Appointment, it must match your signature & bond
- Line 2            Date of birth including year
- Line 3            Daytime phone number
- Line 4            Home address where your written notice of appointment will be mailed, check box to add address to the notary website
- Line 5            County of Commission - If a Kentucky resident, this is the county where the applicant resides OR is principally employed. For an applicant who is not a Kentucky resident, but is employed in Kentucky, this is the county in which he or she is principally employed. (The county on this line should match the county of the official signature at the bottom on the “Certificate of Approval”.)
- Line 6            Check new appointment or reappointment – if reappointment, list current expiration date. If previously a notary public and your commission has expired, please check new appointment. Please do not send reappointments in earlier than four (4) weeks before your current notary will expire.
- Line 7            Requirements for becoming a notary
- Line 8            “Certificate of Approval” must be signed by one of the listed officials BEFORE mailing to Notary Commissions – the county of the official signature should match the county listed on line 5
- Line 9            Print or type email address to receive future notary reminders such as renewal notices & notice to process bond
- Line 10           Signature of applicant – the application is not complete until signed and matches name listed on line 1

Mail completed application along with the fee of **\$10** (payable to the **Kentucky State Treasurer**) to:

**Notary Commissions  
PO Box 821  
Frankfort, KY 40602-0821**

After the application has been processed by the Secretary of State, your Certificate of Appointment will be sent to the county clerk in the county of commission as designated in line 5. At the same time the Secretary of State sends the Certificate of Appointment to the county clerk, a written notice will be sent to the applicant stating the Certificate of Appointment can be obtained from the county clerk’s office. You will have **thirty (30) days** to go to the county clerk’s office to obtain your Certificate of Appointment and

- (1)     **Post Bond;**
- (2)     **Take the Oath of Office;**
- (3)     **File and record your commission in the office of the county clerk.**

For specific information regarding the bonding and oath process, you should make direct contact with your county clerk. Failure to post bond and take the oath within **thirty (30) days** will cause your commission to become void. This will necessitate the submission of a new application and fee to become a commissioned notary.