

**Crystal Gibson Crain, OBION COUNTY CLERK**

**PO BOX 188 / 2 BILL BURNETT CIRCLE**

**UNION CITY, TN 38281**

**(731) 507-0999 option 2**

**TO APPLY FOR A NOTARY PUBLIC COMMISSION**

1. To apply for a Notary Commission (new or renewal) through Obion County, you must reside in the county or be employed in the county, and your application must be approved by the Obion County Legislative Body before it is sent to the State for issuance.

2. The County Legislative Body meets on the following dates:

January	- 3rd Tuesday	July	- 3rd Monday
February	- 3 <sup>rd</sup> Tuesday	August	- 3rd Monday
March	- 3rd Monday	September	- 3rd Monday
April	- 3 <sup>rd</sup> Monday	October	- 3rd Monday
May	- 3rd Monday	November	- 3rd Monday
June	- 3rd Tuesday	December	- NO MEETING

**Applications need to be turned in by 12:00 the Friday prior to the County Commission Meeting.**

3. Once your application is approved by the County and a commission is issued by the State, you will be notified by mail or email of the actual dates for your bond.

4. You will then obtain a Notary Bond in the amount of \$10,000 payable to the State of Tennessee, to cover your four-year term. Filing a properly dated and completed bond will allow you to pick up your commission (and stamp for new applicants) from our office. Your name on your bond must appear the same as that on your commission.

- **Corporate Surety bonds (those issued by an insurance company) are NOT required to be approved by the County Legislative Body. Once you receive your Corporate Surety Bond, bring it to our office and you will be able to receive your Notary Commission.**
- **Personal Surety Bonds MUST be approved by the County Legislative Body; therefore, if you plan to have family or friends to sign as your bondsmen, you will need to request a bond form from our office to return with your application. Personal Surety Bonds submitted after your approval as a Notary will result in the delay of receiving your Notary Commission. The bond will have to be approved by the Legislative body at the next regular session.**

4. By law, Notary stamps must be in a color other than black or yellow – we order blue.

5. Notaries public are entitled to demand and receive reasonable fees and compensation for the notaries public's services. The notaries public shall keep a record in a well-bound book of each of the notaries public's acts, attestations, protestations, and other instruments of publications.

6. Your commission will expire in four years. You will NOT receive any notification from the County Clerk's Office concerning your renewal, since a Notary Public is an elected position. If you wish to continue being a Notary, you will need to obtain an application to apply for renewal. *(If you receive any kind of notice, this will be from an outside company and may cost you more if you choose to go through them.)*

7. **If you fail to make bond within 30 days of receiving notification of your approval, we will have to notify the County Commission and the State, which will result in cancellation of your Notary Commission.**

**(IT IS ILLEGAL TO USE YOUR NOTARY PRIOR TO FILING AN APPROVED BOND)**

**APPLICATION FOR NOTARY PUBLIC  
OBION COUNTY, TENNESSEE**

OFFICE USE ONLY

Amount Paid \_\_\_\_\_  
 Receipt # \_\_\_\_\_  
 Cash \_\_\_\_\_  
 Check \_\_\_\_\_  
 Credit Card \_\_\_\_\_

**Check One:**     **New (with seal = \$58.00)**                       **Re-Appointment (\$16.00)**

**Please Print Legibly.**

Full Name \_\_\_\_\_

Notary Name \_\_\_\_\_

*Print the Name that you will be signing when notarizing documents (Must match the signature below)*

Full Residence Address \_\_\_\_\_

Residence OR Cell Phone \_\_\_\_\_

Birthday \_\_\_\_\_ EMAIL \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Business Phone \_\_\_\_\_

**Would you like to receive your approval letter by email or the Postal Service?** \_\_\_\_\_

**Please answer YES or NO to each question:**

**YES**

**NO**

- |  |                           |                           |
|--|---------------------------|---------------------------|
| <p>1. Have you ever been convicted of offering or giving a bribe, larceny or any other offense declared infamous by law?<br/>If YES, has your citizenship been restored?</p>   | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |
| <p>2. Is there an unpaid judgment against you for money received in an official capacity and due to the United States, to Tennessee, or any Tennessee County?</p>  | <p>_____</p>              | <p>_____</p>              |
| <p>3. Are you a Soldier, Seaman, Marine or Airman in the regular Army, Navy, Marine, or Air Force of the United States, a member of Congress or a person holding any office of profit or trust under any foreign power, other state or the United States?</p>    | <p>_____</p>              | <p>_____</p>              |
| <p>4. Have you ever been removed from the office of Notary Public for official misconduct, ever had a notarial commission revoked or suspended by this or any other state or ever been found by a court to have engaged in the unauthorized practice of law?</p> | <p>_____</p>              | <p>_____</p>              |
| <p>5. Are you a United States Citizen or legal permanent resident?</p>   | <p>_____</p>              | <p>_____</p>              |
| <p>6. Is there any reason that you are legally disqualified from holding the office of Notary Public?</p>  | <p>_____</p>              | <p>_____</p>              |

**I do swear (or affirm) under penalties of perjury that the statements above are true and correct.**

\_\_\_\_\_  
**PLEASE SIGN EXACTLY AS YOUR NOTARY NAME LISTED ABOVE**

\_\_\_\_\_  
**DATE**

State of Tennessee County of \_\_\_\_\_

Personally appeared before me, \_\_\_\_\_, the above named applicant, with whom I am personally acquainted, or who provided sufficient proof of identity, and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public or County / Deputy Clerk

\_\_\_\_\_  
 My Commission Expires