

Notary Public Information

- Applicant must be a United States citizen or a legal permanent resident. (TCA 8-16-101)
- All notaries must be 18 years of age or older
- A notary is elected to a four-year term by the county legislative body in the county where he/she resides or has principal place of business. Your application and fee must be received in our office by the 20th of each month prior to the next County Commission meeting in order to be voted on at the next meeting. The application must be notarized.
- 1st time applicant or renewal: \$ 14.00 CUSTOMER IS RESPONSIBLE FOR ORDERING THEIR OWN NOTARY SEAL. A \$ 10,000.00 bond for the term of office is required. (Do not get your bond before your commission is issued. If you do you will be asked to go back to the company providing your bond to get a rider with the correct dates. The name also MUST match the notary name you applied under).
- Once your notary is approved by County Commission, they will be sent to the Secretary of States Office to process your commission dates and upon receiving them back to our office, we will mail you a letter with your Notary Name and Commission Dates to apply for your bond. Please bring your bond to our office once you receive it and we will process the final Oath and give you your commission certificate. The applicant MUST be the one picking this up to process the final steps. We now have two locations to serve you with your notary process – we will need to know if you would like to pick up your Commission in Lenoir City (510 Hwy 321) or Loudon (101 Mulberry Street Suite 200) and will have it at the correct office at the time of pick up.
- If you need additional information, please refer to the Tennessee Notary Public Handbook (on the website or refer to the Secretary of States Website: <https://sostn.gov>)

