



## Tennessee Notary Public Application

### Loudon County

This application must be signed under oath in the presence of a notary public and submitted to the County Clerk prior to the meeting of the county commission at which it is to be considered. Once elected, you must then be commissioned by the Governor. If elected, you will be required to post a bond in the amount of Ten Thousand Dollars (\$ 10,000). If you move your residence or your physical place of business out of this county, you are required by law to notify the County Clerk of the change and be charged a fee of Seven Dollars (\$ 7.00)

Check One: (Payment Due at Time of Application)

\_\_\_\_\_ First Time Applicant or \_\_\_\_\_ Renewal \$ 14.00 **Customer is responsible for ordering notary seal**

Please answer ALL questions and PRINT

Date of Application: \_\_\_\_\_

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

First

Middle

Last

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

**Applicant's Print Name Exactly as You wish to Appear on Notary Stamp**

Home Address: \_\_\_\_\_

City

State

Zip Code

Employed By: \_\_\_\_\_

Business Address: \_\_\_\_\_

City

State

Zip Code

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Commission Expiration Date: \_\_\_\_\_

Please Answer the Following questions YES or NO:

- 1) Have you ever been convicted of offering or giving a bribe? Larceny, or any other offense declared infamous by law? YES / NO
- 2) If the answer to question # 1 is YES, has citizenship been restored? YES / NO
- 3) Is there an unpaid judgement against you for money received in an official capacity and due to the United States, to Tennessee or any Tennessee county, or are you a defaulter to the treasury? YES / NO
- 4) Are you a soldier, seaman, marine or airman in the regular Army, Navy or Air Force of the United States, a member of the United State Congress, or a person holding any office of profit or trust under any foreign power, other State or the United States? YES / NO
- 5) Have you ever been removed from office as a notary for official misconduct? YES / NO
- 6) Have you ever had a notary commission revoked or suspended by this or any other state? YES / NO
- 7) Have you ever been found by a court of this state or any other state to have engaged in the unauthorized practice of law? YES / NO
- 8) Is there any other reason that you are legally disqualified from holding the office of a notary public? YES / NO
- 9) Are you a United States Citizen or Legal Permanent Resident? YES / NO

**I DO SWEAR AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT.**

Signature of Applicant: \_\_\_\_\_

State of Tennessee, County of Loudon

Personally appeared before me, \_\_\_\_\_, with whom I am personally acquainted,

and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand, at office, this \_\_\_\_\_, day of \_\_\_\_\_ 20\_\_\_\_.

Commission Expires: \_\_\_\_\_

Notary Public

## 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 20<sup>th</sup> 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.
- 1<sup>st</sup> 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>)

