

Gratiot County Clerk, Carol A. Vernon  
214 E. Center Street, P.O. Box 437, Ithaca, MI 48847  
Phone: (989) 875-5215 Fax: (989) 875-5254  
[clerk@co.gratiot.mi.us](mailto:clerk@co.gratiot.mi.us)

## **NOTARY**

### **STEP ONE OF NOTARY BOND APPLICATION:**

- An Application for Michigan Notary Public Appointment must be completed. This form is available from the County Clerk or from the Michigan Department of State website [www.michigan.gov](http://www.michigan.gov).
- You must obtain and file a surety bond (available through insurance agencies or bonding companies) in the amount of \$10,000 with you County Clerk.
- \$10.00 fee for this filing payable to the Gratiot County Clerk. At that time, the county clerk will also administer an Oath of Office, and verify that you have complied with these requirements by completing the designated area and placing the county seal on the completed Notary Public Application. You must then sign the application, agreeing to all conditions stated.
- Payment can be made by cash, check or money order debit/credit card (VISA credit not accepted). Additional fees apply for debit/credit payments.

### **STEP TWO OF NOTARY BOND APPLICATION:**

- After you have fulfilled requirements at the county level (step one of notary bond application), you must forward your completed application (with a \$10 non-refundable processing fee) to the following address: Michigan Department of State, Office of the Great Seal, 7064 Crowser Dr. Lansing, MI 48918-1750. Please send a check or money order payable to the "State of Michigan" (no cash).
- Your notary commission certificate will be mailed directly to your residence address as indicated on the application form. Your notary commission is not valid until you have received your certificate of commission in the mail.
- Notary Commissions expire six (6) years from your next birthday at time of commission issuance. Report any change of name or address to the Office of the Great Seal on the approved form.
- Please direct any questions about your notary application to the Office the Great Seal at 517-373-2531.