

NOTARY PUBLIC QUALIFICATIONS AND INSTRUCTIONS

**INCLUDE SELF ADDRESSED STAMPED ENVELOPE GOING TO THE ADDRESS YOU WANT
YOUR DOCUMENTS RETURNED TO YOU**

1. YOU MUST BE A RESIDENT OF JEFFERSON COUNTY TO BE APPOINTED. (PROOF OF YOUR RESIDENCE WILL BE VERIFIED EITHER THROUGH THE BOARD OF REGISTRAR'S OFFICE OR BY TWO POSITIVE FORMS OF PROOF OF RESIDENCE SUCH AS CURRENT DRIVER'S LICENSE, UTILITY BILL OR RENT RECEIPT.)
2. APPLICATIONS FOR NOTARY PUBLIC ARE FOR STATE AT LARGE.
1. **APPLICATIONS ARE AVAILABLE IN THE PROBATE OFFICE RECORDS DEPARTMENT, OR ON LINE @[http:// JEFFCOnline.jccal](http://JEFFCOnline.jccal)**
2. **APPLICANTS NEED TO COMPLETE THE FORM LISTING ALL INFORMATION AS IT APPEARS ON THE VOTER REGISTRATION OR DRIVER'S LICENSE. REFERENCES MUST SIGN IN THEIR OWN HANDWRITING AND MUST ALSO BE A RESIDENT OF JEFFERSON COUNTY, MUST INCLUDE HOME ADDRESS.**
3. **YOU MUST OBTAIN A \$25,000.00 SURETY BOND. YOU CAN GET IT AT ALMOST ANY INSURANCE COMPANY. "BE SURE TO HAVE YOUR SIGNATURE NOTARIZED ON THE BOND IN THE OATH OF OFFICE SECTION ON THE BOND"**
4. YOU MUST SUBMIT YOUR BOND AND APPLICATION WITHIN 30 DAYS OF THE "SEAL DATE" ON THE BOND, OR HAVE THE SEAL DATE UPDATED BY YOUR BONDING COMPANY (INSURANCE CO.)
5. IF YOUR BOND / APPLICATION IS RETURNED TO YOU FOR CORRECTIONS YOU MUST RE SUBMIT AFTER CORRECTIONS ARE MADE IN ORDER FOR YOUR COMMISSION TO BE PROCESSED.
6. ONCE YOU HAVE COMPLETED YOUR APPLICATION AND HAVE YOUR BOND PROPERLY NOTARIZED, EITHER MAIL OR BRING APPLICATION, BOND AND A **\$42.00 FILING FEE CHECK (MADE PAYABLE TO "THE JUDGE OF PROBATE")**
7. YOU WILL RECEIVE A CERTIFICATE OF COMMISSION EFFECTIVE ON THE DATE YOU RETURN THE REQUIRED DOCUMENTS AND GOOD FOR FOUR YEARS FROM THAT DATE.

FOR RENEWALS ONLY

1. ALL THE ABOVE RULES APPLY FOR RENEWALS WITH THE EXCEPTION OF THE REQUIREMENT FOR REFERENCES.
2. ON RENEWALS, YOU WILL RECEIVE ONLY A RE-APPOINTMENT CARD. (REPLACEMENT CERTIFICATES WILL BE ISSUED AT A CHARGE OF \$1.00 EACH.
3. YOU MAY RENEW YOUR COMMISSION 30 DAY PRIOR TO YOUR EXPIRATION DATE, OR UP TO 30 DAY AFTER YOUR COMMISSION EXPIRES WITHOUT OBTAINING REFERENCES.
4. IF YOU WISH TO MAIL YOUR NOTARY APPLICATIONS / BOND:

JEFFERSON COUNTY COURTHOUSE

ATTN: NOTARY DEPARTMENT
716 RICHARD ARRINGTON JR. BLVD. N.
BIRMINGHAM, AL 35203

**IF IN BESSEMER DIVISION
JEFFERSON COUNTY COURTHOUSE
BESSEMER DIVISION
1801 – 3RD AVENUE NORTH
BESSEMER, ALABAMA 35020**

NOTARY INQUIRES
FOR BIRMINGHAM DIVISION
MARY RUSSELL
205-325-5417

**FOR BESSEMER DIVISION

205-481-4100**