

**NOTARY PUBLIC APPLICATION
SHELBY COUNTY, TENNESSEE**

OFFICE USE ONLY
E-mail Provided for Approval
Yes _____ No _____

Instructions

1. Send \$16.00 with this **notarized** application. Make checks payable to "Shelby County Clerk." Completed applications can be mailed to Shelby County Clerk, 150 Washington Ave. Business Tax Division, Memphis, TN 38103.
2. A notary desiring to make application for reappointment should apply to the County Clerk's Office ten weeks prior to the expiration of their previous commission.
3. Upon notification by the County Clerk's Office that you have been approved as a Notary Public for the State of TN, you must next secure a \$10,000 notary public surety bond payable to the State of TN. The term of the bond shall be four (4) years beginning on the date of issuance of the commission by the Governor. After securing the bond, you must appear with said bond and a State Issued Picture ID in Room W-103 of 1075 Mullins Station Road or Business Tax Division at 150 Washington Avenue. For additional information please call 901.222.3043.
4. Please **DO NOT** use the term "Notary" in your Name or Notary Name.

*** = Required Field Incomplete and unsigned applications will delay processing.**

Check One: ☐ New ☐ Re-Appointment

PLEASE PRINT: Full Name*
First Middle Last

Notary Name*
Print Name that you will use when notarizing documents (**Must match signature below**) Driver's License Number *

E-mail Address

Residence Address* City* State* Zip*

Residence or Cell Phone* Birth Date* Occupation

Name of Employer Business Phone

Business Address City State Zip

If presently commissioned as a Notary Public, give expiration date of most current commission* / /

ELIGIBILITY FOR ELECTION

To qualify for a public office a person must be at least eighteen (18) years of age and be in compliance with Tennessee Code Annotated (TCA 8-18-101). All notaries must be a resident of the county, or have their principal place of business in the county from which they were elected. If an individual has his principal place of business in any county in the state of Tennessee, he shall be eligible as a notary at large, although he may reside in a state other than Tennessee (TCA 8-16-101).

All individuals meeting these qualifications are eligible for election as a notary public at large **except** the following persons:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county of this state;
- (3) Those who are defaulters to the treasury at the time of election, and the election of any such person shall be void;
- (4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States (TCA 8-18-101);
- (6) Those who have been removed from the Office of Notary Public for official misconduct;
- (7) Those who have had a notary commission revoked by this or any other State;
- (8) Those who have been found by a court to have engaged in the unauthorized practice of law.

I certify that this application has been completed and examined by me and to the best of my knowledge and belief is a true and complete application made in good faith pursuant to the provisions of Chapters 16 and 18, Title 8, of the Tennessee Code Annotated, dealing with Notaries Public.

Applicant's Signature (Must match "Notary Name" above)* Date*

Sworn and subscribed before me this* day of 20

My Commission Expires* Signature of Deputy Clerk or Notary Public Signature & Seal*