

INSTRUCTIONS FOR BECOMING A NOTARY

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT OUR OFFICE AT 205-670-5220

REQUIRED ITEMS - PLEASE READ OVER EACH ITEM CAREFULLY:

1. NOTARY BOND

- a) \$25,000 bond from the insurance company of your choice.
- b) Your name on the notary bond must match your name on the notary application exactly. This is also how you must sign the bond, the application, and the items you notarize in the future.
- c) Sign the bond **exactly** as your name appears on the bond.
- d) Your signature **must** be notarized. Be sure the notary public includes their notary expiration date.
- e) The Power of Attorney included with the bond from the insurance company must be attached to the bond when it is filed.
- f) Leave the commission/appointment date blank. This will be completed by the Probate Office.

*******Sign your bond in the two places where it says "Principal" and have your signature notarized. The notary section is sometimes on the back of the bond*******

2. NOTARY APPLICATION

- a) Must use the Shelby County form located on our website. www.shelbyal.com.
- b) Name must appear exactly as it appears on your bond.
- c) If you are a new notary OR it has been more than 30 days since your previous notary expired, you must have 3 references sign the bottom portion.
- d) Complete your voter information using either your precinct # or the location where you vote. If you are not a registered voter, you must provide a utility bill with **YOUR** name and Shelby County address.
- e) **Make sure you have signed the application.**

3. PAYMENT

- a) Filing fee - \$43.00. Please make checks payable to Judge of Probate.
- b) If filing in person, you may pay this amount by cash, check or credit/debit card (\$2.99 service fee added to card payments.)

4. ENVELOPE

- a) If filing by mail, include a self-addressed stamped envelope.

The documents may be filed in person or by mail using the addresses below:

Mailing address:

Recording Office
P O Box 825
Columbiana, AL 35051

Physical address:

Recording Office
112 North Main St.
Columbiana, AL 35051