

Notary – General Information

The first step in becoming a Notary is to complete the Notary application for Mobile County. [Click Here](#) for the application. Please take care to complete every section of the application and to include a copy of your Alabama Driver License. Your application will be rejected if a copy of your driver license is not included.

The Completed Application Should Be Sent To:

Notary Department
Mobile County Probate Court
P.O.Box 7
Mobile, AL 36601-0007

You may either mail the application to the Court's Notary Department or hand deliver the same to one of the Court's recording windows on the first floor of the Probate Court located in the Mobile County Government Center Annex building at 151 Government Street. When the application is received by the Probate Court Recording Division it will be processed accordingly. This typically occurs within 2-3 days of receiving the application. Court staff will verify the details of the completed application. This verification will include a check of the Alabama judicial records to ascertain if the applicant has been a defendant in a criminal case in Alabama. If your application is missing information or found to be inaccurate in any way it will be returned to you with the appropriate explanation for the rejection, along with further instructions if you still wish to apply for your notary.

If your application is approved, the Court will mail a "*letter of appointment*" to you. As the letter will indicate, you will have 40 days from the date of the "*letter of appointment*" to obtain and record the required \$25,000 Notary Bond with Probate Court. This can be accomplished by mailing all the above to Probate Court or bringing the same to the Court's Recording Division. The cost to record the bond is \$23.00. Upon recording you will receive (in person or by mail) your official "notary commission". At that time you may perform any notary act. You should also obtain a notary seal and register. These items are available from most office supply stores.

Notary for State Employees: State employees are covered under a State Blanket Bond. The Probate Court requires an original letter from the employee's supervisor or department head evidencing the applicant's status as a state employee, and thereby covered under the State Blanket Bond – the letter should include the State's policy number. The letter should be on

department letterhead, signed, and sent to the following:

Notary Department
Mobile County Probate Court
P.O. Box 7
Mobile, AL 36601-0007

Please note - state employees must follow the same application process and procedure as outlined above. However, State employees are covered under the State Blanket Bond and as such will not be required to purchase an individual surety bond.

Notary - F.A.Q.

- ***What are the basic requirements to be appointed as a Notary Public?***
 - You must live in Mobile County and provide proof of residency.
 - You must be registered to vote in Mobile County.
 - You must be capable of posting a bond in the state required amount of \$25,000.
 - You must be at least 18 years of age.

- ***What is the filing/recording fee in Mobile County?***
 - \$23.00 payable by cash, check, credit card or money order.

- ***Do I have to come to Probate Court?***
 - NO, you may mail your application if you choose to the following address:
*Notary Department
Probate Court of Mobile County
P.O. Box 7
Mobile, AL 36601*

- ***How long does it take to get my appointment letter after I mail in or hand deliver my application?***
 - You can typically expect to receive your appointment letter within 2 weeks.

- ***What if my application is rejected?***
 - You will receive a letter from the Judge of Probate with instructions on what to do next.

- ***Where can I obtain/purchase my \$25,000 Surety Bond?***
 - Almost any insurance company can provide you with the required bond. Please make sure the company/agent issuing the bond is a Licensed Producer in State of Alabama and recognized by the Alabama Department of Insurance.

- ***When should I purchase my \$25,000 Surety Bond?***
 - After receiving your official Appointment Letter from the Judge of Probate. It is important that the bond NOT be dated prior to the actual appointment date.

- ***What if I am unable to submit and record my bond within the required 40 days of my "letter of appointment"?***
 - We are unable to extend the deadline; you will be required to submit a new application.

- ***I am currently a Notary, what is the renewal process?***
 - There is no renewal process. You must submit a new application each time your current commission expires.

- ***How long is my Notary commission good for?***
 - Your notary commission and bond is good for 4 years.

- ***Do I have to supply my Social Security Number and driver's license information on my application?***
 - YES. This information is required. Your application WILL be rejected without this information. This information is used to search Alabama judicial records and to prove your residency in Mobile County. This information is not recorded and does not become part of any public record. Any document that includes your Social Security Number and/or driver license number is destroyed by the Court after the application has completed the approval process.

- ***Do I need a Notary Seal or Stamp?***
 - YES, these are available through most office supply stores or any number of websites. Probate Court does not supply the seal/stamp or make any recommendations regarding where to purchase.

- ***After completing the application process and recording my bond at Probate Court, what do I get?***
 - You will receive your Notary Card and official “Notary Commission”. You are now eligible to perform any legal Notary act.

- ***Where can I find out more about Notaries Public?***
 - Visit the Alabama Secretary of State website:
<http://sos.alabama.gov/administrative-services/notaries-public>