

OFFICE USE ONLY

COMMISSION DATE:

Fee: \$50.00

State of Wisconsin Permanent Commission Notary Public Application



1. Current Full Name:	First	Middle	Last	Suffix
2. Mailing Address	In Care of: (Business Name, if applicable)		Street or PO Box	
Address Line 2		City	State	Zip
3. Email Address		4. Date of Birth (MM/DD/YYYY)	5. Phone Number (Best number to contact)	
			EXT	

6. Has your law license ever been suspended or revoked for disciplinary reasons?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
7. Did you ever surrender your law license, or was it ever suspended or revoked for administrative reasons, such as failure to comply with CLE reporting and attendance requirements, failure to pay State Bar dues, failure to provide attorney trust account information, etc?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
8. Did you ever have a notary commission or other state awarded license suspended or revoked in Wisconsin or any other state?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
9. Do you have a pending arrest, or have you ever been convicted of a violation of Wisconsin, U.S., or any other state's or country's laws?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
10. Do you have any unpaid judgments or other incomplete court orders, including probation?	<input type="checkbox"/> Yes* <input type="checkbox"/> No

***If you answered "YES" to any of the above questions, attach a letter of explanation.**

11. State Bar Number	17. Place a clear impression of seal/stamp sample here. (If impression is not clear, apply sample to plain white paper and include with this application.)
12. Is this your first Wisconsin commission? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," indicate the most recent expiration date: _____	
13. If the name on your last commission has changed and you have not notified us, list former name(s) here: _____	
14. Print your name exactly as shown on your seal/stamp	
15. Sign your name exactly as it appears on your seal/stamp	

16. **To the Department of Financial Institutions:** I hereby apply for a permanent appointment as a Wisconsin Notary Public. I certify that I am a United States resident and licensed to practice law in Wisconsin, that my license has never been surrendered, suspended, or revoked for any reason, and that all the information I have provided is true.

Applicant Signature: _____

Submit:

- Completed application
- Certificate of Good Standing from the WI Supreme Court
- \$50.00 payable to: WI Dept of Financial Institutions (if not already submitted electronically)

Mail to:

Notary Records Section
 Wisconsin Department of Financial Institutions
 P.O. Box 7847
 Madison, WI 53707-7847

Contact us:

Phone: 608-266-8915
 Fax: 608-264-7965
 TTY: 711

Permanent Commission Notary Public Instructions

You may NOT perform notarial acts until you are notified by the Department of Financial Institutions that the commission has been issued.

This application is for a Permanent Wisconsin Notary Public Commission. Information requested may be used for secondary purposes.

General Requirements

Permanent notary commissions, under s. 137.01(2), are available only to residents of the United States, who are also licensed to practice law in Wisconsin, and whose license has never been suspended or revoked for any reason. **If you are not an attorney, you are not eligible to apply for a permanent commission;** you may apply for a four-year notary commission only. If your license to practice law in Wisconsin has been suspended or revoked, and has been reinstated, you may apply for a four year notary commission only. Note that under current law, persons convicted in state or federal court of a felony, or persons convicted of a misdemeanor involving a violation of the public trust, may not be commissioned as Notaries Public for the State of Wisconsin unless they have been pardoned of the conviction. Wisconsin Statutes require that you provide written notice of any change of address to the Wisconsin Department of Financial Institutions within 10 days of the change. Grounds for revocation of your commission may include: providing false information on this application, conviction for certain crimes while holding a commission, or Supreme Court notice to DFI of the surrender, suspension or revocation of your license to practice law in Wisconsin.

Notary Seal and Signature Requirements

Before completing the Notary Public Application form, you will need to buy a notary seal or rubber stamp from an office supply store. The seal/stamp may be any size, but must state **only** the words "Notary Public," "State of Wisconsin," and your printed name. Initials or a shortened first name may be used. Current last name must be in full. No title such as "Atty." or "Esq." may appear before or after your name. No extra words, such as "My commission is permanent" may appear on the seal/stamp. When ordering a seal/stamp, keep in mind that when performing a notarial act, you must always sign your name exactly as set forth on your seal/stamp.

Certificate of Good Standing

Request a Certificate of Good Standing from the Clerk of the Supreme Court, PO Box 1688, Madison, WI 53701-1688. A fee of \$3.00 (payable to "Wisconsin Supreme Court") must accompany the written request. Include your name, attorney number and approximate date of admission. The certificate of good standing must be dated within the last two months when submitted to DFI with your application.

Instructions for completing the Permanent Notary Public Application (numbers correspond to form)

1. Print your current full legal name (first, middle, last and suffix (Jr, Sr, if applicable)).
2. Print your complete mailing address. Use Care Of only if the mailing address is a business address.
3. Print your email address (optional)
4. Print your date of birth.
5. Print your phone number with the area code. If you have an extension, enter that after your phone number.
6. Answer "YES" or "NO". Attach an explanation if you answered "YES".
7. Answer "YES" or "NO". Attach an explanation if you answered "YES".
8. Answer "YES" or "NO". Attach an explanation if you answered "YES".
9. Answer "YES" or "NO". Attach an explanation if you answered "YES".
10. Answer "YES" or "NO". Attach an explanation if you answered "YES".
11. Print your State Bar Number.
12. Indicate if this is your first Wisconsin notary commission. If not, enter the expiration date of your most recent commission.
13. If you had a previous notary commission in Wisconsin and your name has changed, enter your former name(s).
14. Print your name exactly as signed above and on your seal/stamp. Enter your first name/initial (if applicable), middle name/initial (if applicable), last name (required) and suffix (Jr, Sr, if applicable).
15. Sign your official notarial signature using the exact spelling shown on your notary seal/stamp.
16. Read the statement and apply your original signature.
17. Affix a clear impression of your notary seal/stamp in the space provided. If sample is not clear, affix another sample on a separate sheet of plain paper and attach it to the application.