



State of Wisconsin
 Permanent Commission Notary
 Public Application



| |
|---------------------|
| OFFICE USE ONLY |
| COMMISSION DATE: |
| Fee: \$50.00 |

| | | | | |
|---|--|-------------------------------|--|--------|
| 1. Is this your first Wisconsin commission? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," indicate the most recent expiration date: _____ | | | | |
| 2. If the name on your last commission has changed and you have not notified us, list former name(s) here: _____ | | | | |
| 3. Current Full Name: | First | Middle | Last | Suffix |
| 4. Mailing Address | In Care of: (Business Name, if applicable) | | | |
| Address Line | | City | State | Zip |
| 5. Email Address (For contact and/or sending commission certificate) | | 6. Date of Birth (MM/DD/YYYY) | 7. Phone Number (Best number to contact) | |
| 8. State Bar Number | | | | |

| | | | | | |
|---|--|--|--------|--|--------|
| 9. Have you ever been convicted of a felony in Wisconsin and/or in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please submit documentation of the conviction(s) and current status of the conviction(s). | | | | | |
| 10. 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: <ul style="list-style-type: none"> Completed Permanent application Certificate of Good Standing from the WI Supreme Court \$50.00 payable to: WI Dept of Financial Institutions (unless previously submitted electronically) | | 11. Place a clear impression of seal/stamp sample here. If impression is not clear, apply sample to plain paper and include with this application. | | | |
| | | | | 12. Sign your name exactly as it appears on your seal/stamp | |
| | | | | 13. Print your name exactly as it appears on your seal/stamp | |
| | | First | Middle | Last | Suffix |

Email or mail completed application to:
DFINotary@wisconsin.gov

Mailing Address:
 Notary Records Section
 WI Dept of Financial Institutions
 PO Box 7847
 Madison WI 53707-7847

Contact us:
 Call: 608-266-8915
 Fax: 608-264-7965

You are hereby informed that the information you provide on the application may be considered a public record available for public inspection.

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.

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 seal 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 two months of submission of your notary application.

Instructions for completing the Permanent Notary Public Application

1. Indicate the expiration date of your most recent Wisconsin notary commission unless this is your first commission.
2. If you had a previous notary commission in Wisconsin and your name has changed, enter your former name(s)
3. Enter your current full legal name (first, middle, last and suffix (Jr, Sr, if applicable)).
4. Enter your complete mailing address. Use "In Care Of" only if the mailing address is a business address.
5. Please enter your email address to receive communication regarding your notary application and commission certificate. You may wish to add "DFINotary@wisconsin.gov" to your contacts to prevent the email from being sent to a spam folder.
6. Enter your date of birth.
7. Enter your phone number with the area code. If you have an extension, enter that after your phone number.
8. Enter your State Bar Number.
9. Answer "Yes" or "No." Attach an explanation if you answered "Yes."
10. Read the statement and apply your original signature if you agree with the statement.
11. Affix a clear impression of your notary seal/stamp in the space provided. (If the impression/stamp leaves an unclear mark, affix additional samples on a separate white sheet of paper and include the paper with your application.)
12. Sign with your official notary signature using the exact spelling as shown on your notary seal/stamp.
13. Enter your name exactly as signed (and as the name appears on the seal/stamp.)

Submit the following:

- Completed application
- Certificate of Good Standing from the WI Supreme Court
- \$50.00 payable to: WI Dept of Financial Institutions (unless you paid electronically)

Email or mail completed application to:

DFINotary@wisconsin.gov

Mailing Address:

Notary Records Section
WI Dept of Financial Institutions
PO Box 7847
Madison WI 53707-7847

Contact us:

Call: 608-266-8915
Fax: 608-264-7965