

RUTHERFORD COUNTY CLERK
319 North Maple Street, Suite 121
Murfreesboro, Tennessee 37130
(615) 898-7798
www.rutherfordcountyttn.gov

NOTARY PUBLIC-AT-LARGE NAME CHANGE APPLICATION INSTRUCTIONS

TO CHANGE THE NAME ON AN EXISTING TENNESSEE NOTARY PUBLIC AT LARGE COMMISSION, PLEASE COMPLETE THE FOLLOWING:

1. File one of the following Rider Bonds showing the name change:
 - a. Insurance Company Bond – File Bond showing name change issued by the Insurance Company that issued your original notary bond.
 - b. Personal Surety Bond – Both personal sureties who signed your original notary bond must appear, in person, to sign your notary bond under the new name.
2. File a certified copy of the document proving the change of name such as:
 - a. Marriage Certificate
 - b. Divorce Decree
 - c. Name Change Order from the Court
3. File the original Notary Public at Large Commission issued by the Secretary of State.
4. Pay a recording fee of \$7.00. The Clerk's office accepts notarized applications only. Should the applicant appear before us with an unsigned application, a member of the Clerk's staff will witness the applicant's signature and notarize for an additional fee of \$2.25.

After the above-mentioned steps have been filed in the Office of the Rutherford County Clerk, the County Clerk will then order your Notary Public at Large Commission from the Tennessee Secretary of State. Once the Notary Public at Large Commission has been issued, you will be notified by the County Clerk to appear, IN PERSON, before the County Clerk to take your Oath of Office before obtaining the Commission.

BUSINESS TELEPHONE _____

I DO SOLEMNLY SWEAR OR AFFIRM, UNDER PENALTIES OR PERJURY, THAT I DO COMPLY WITH ALL THE QUALIFICATIONS REQUIRED TO BECOME A TENNESSEE NOTARY PUBLIC-AT-LARGE, AND THAT ALL ANSWERS GIVEN IN THIS APPLICATION ARE TRUE AND CORRECT.

PRINT NAME TO APPEAR ON NOTARY SEAL _____

APPLICANT MUST SIGN BEFORE A NOTARY PUBLIC!

SIGNATURE OF APPLICANT _____
(Sign name exactly as printed on the line above)

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, _____.

(S E A L) NOTARY PUBLIC _____
COMMISSION EXPIRES _____

OATH OF OFFICE

**STATE OF TENNESSEE
COUNTY OF RUTHERFORD**

I, _____ DO SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF TENNESSEE, AND THAT I WILL, WITHOUT FAVOR OR PARTIALITY, FAITHFULLY, HONESTLY, AND DILIGENTLY DISCHARGE THE DUTIES OF NOTARY PUBLIC-AT-LARGE.



_____ **PRINCIPAL-NOTARY PUBLIC-AT-LARGE**

SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE _____ DAY OF _____, _____.

_____ **DEPUTY CLERK**