

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

NOTARY PUBLIC-AT-LARGE APPLICATION INSTRUCTIONS

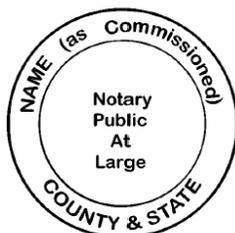
- **FIRST...CHECK QUALIFICATIONS ON THE BACK OF THIS SHEET.** If you qualify, submit completed Tennessee Notary Public-at-Large Application along with a check of \$15.50 made payable to **RUTHERFORD COUNTY CLERK** no later than 4:00 p.m. the first working day of the upcoming month.
- Approximately two (2) weeks after approval of your application by the Rutherford County Board of Commissioners, the Office of the Rutherford County Clerk will notify you, by mail, to secure a (\$10,000.00) Notary Public-at-Large Surety Bond. You may file one of the following types of bonds:
 - a surety bond from an insurance company authorized to do business in the State of Tennessee.
 - a surety bond signed by two (2) people who own real property in the State of Tennessee. Please print names of personal sureties in bond section provided in Notary Application. When notified by mail that your Tennessee Notary Public-at-Large Commission has been received, both personal sureties will be required, to **appear in person**, to sign your bond in the Office of the Rutherford County Clerk.
- Upon receiving a notification letter from the Office of the Rutherford County Clerk, you will be required to file one of the above mentioned surety bonds **in person**. You will also be required to take your Oath of Office in the Office of the Rutherford County Clerk.
- The Tennessee Notary Public-at-Large Commission Certificate will be issued to you upon completion of the above stated requirements.

NOTARY PUBLIC-AT-LARGE TERM OF OFFICE

- The Term of a Tennessee Notary Public-at-Large is four (4) years. A Tennessee Notary Public-at-Large has the authority to notarize anywhere in the State of Tennessee.

NOTARY PUBLIC-AT-LARGE SEAL

- The Secretary of State shall prescribe and design an official seal to be used by a notary public at large for the State of Tennessee. The official seal may be imprinted by either an impression notary seal or by a rubber or other type stamp. See sample below:



NOTARY PUBLIC-AT-LARGE QUALIFICATIONS

- All notaries must be residents of Rutherford County, or have their principal place of business in Rutherford County, from which they were elected. If an individual's principal place of business is in Rutherford County in the State of Tennessee, the individual is eligible for election as a notary in Rutherford County, although the individual may reside in a state other than Tennessee.
- All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the Constitution and laws of the state, are qualified to hold office under the authority of this state except:
 - has been convicted of offering or giving a bribe, dueling, larceny or any other offense declared infamous by law (unless restored to citizenship).
 - is a person against whom there is an unpaid judgment for money received by them in an official capacity and due to the United States, to Tennessee or any Tennessee County.
 - is a person who is a defaulter to the Treasury at the time of election.
 - is a soldier, seaman, marine, or airman in the regular army, navy or air force of the United States or a member of Congress.
 - is a person holding any office of profit or trust under any foreign power, other state or the United States.

NOTARY PUBLIC-AT-LARGE PENALTIES

- It is a Class C misdemeanor to take office as a Tennessee Notary Public-at-Large if a disqualification exists. A Tennessee Notary Public-at-Large may be removed from office just as any County Official.

**RUTHERFORD COUNTY, TENNESSEE
APPLICATION FOR APPOINTMENT OF
TENNESSEE NOTARY PUBLIC-AT-LARGE**

FOR OFFICE USE ONLY

\$15.50 – DATE PAID _____ **RECEIPT NUMBER** _____

NAME _____
(First) (Middle) (Last)

DATE OF BIRTH _____ **SOCIAL SECURITY NUMBER** _____

HOME STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP CODE** _____

HOME TELEPHONE NUMBER _____ **BUSINESS TELEPHONE NUMBER** _____

EMPLOYER _____

BUSINESS STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP CODE** _____

PRINT NAME TO APPEAR ON NOTARY SEAL _____

PLEASE MARK APPROPRIATE BOX:

- NEW APPLICANT**
- RENEWAL – PRESENT EXPIRATION DATE** _____

CHOOSE TYPE OF \$10,000.00 NOTARY BOND YOU WILL FILE:

- INSURANCE COMPANY**
- PERSONAL SURETIES: 1.** _____
2. _____

ARE YOU AT LEAST 18 YEARS OF AGE?

- YES**
- NO**

ARE YOU A RESIDENT OF RUTHERFORD COUNTY, TENNESSEE?

- YES
- IF NO, PLEASE SPECIFY NAME OF COUNTY AND STATE THAT YOU ARE A RESIDENT OF _____.

DO YOU MAINTAIN A PRINCIPAL PLACE OF BUSINESS IN RUTHERFORD COUNTY?

- YES
- NO

HAVE YOU EVER BEEN CONVICTED OF OFFERING OR GIVING A BRIBE, DUELING, LARCENY, OR ANY OTHER OFFENSE DECLARED INFAMOUS BY LAW (UNLESS RESTORED TO CITIZENSHIP)?

- YES
- NO

ARE YOU A PERSON AGAINST WHOM THERE IS AN UNPAID JUDGEMENT FOR MONEY RECEIVED BY THEM IN AN OFFICIAL CAPACITY AND DUE TO THE UNITED STATES, TO TENNESSEE OF ANY TENNESSEE COUNTY?

- YES
- NO

ARE YOU A PERSON WHO IS A DEFAULTER OF THE TREASURY AT THE TIME OF ELECTION?

- YES
- NO

ARE YOU A SOLDIER, SEAMAN, MARINE, OR AIRMAN IN THE REGULAR ARMY, NAVY OR AIR FORCE OF THE UNITED STATES OR A MEMBER OF CONGRESS?

- YES
- NO

ARE YOU A PERSON HOLDING ANY OFFICE OF PROFIT OR TRUST UNDER ANY FOREIGN POWER, OTHER STATE OR THE UNITED STATES?

- YES
- NO

DO YOU UNDERSTAND THAT ANY PERSON TAKING ON ANY OFFICE IN THIS STATE, BY ELECTION OR APPOINTMENT, BEING UNDER ANY OF THE DISQUALIFICATIONS AS SPECIFIED IN THE ABOVE FIVE QUESTIONS, COMMITS A CLASS C MISDEMEANOR?

- YES
- NO

DO YOU UNDERSTAND THAT A NOTARY PUBLIC-AT-LARGE MAY BE REMOVED FROM OFFICE JUST AS ANY COUNTY OFFICIAL?

- YES
- NO

