

# Lisa Duke Crowell

Rutherford County Clerk

319 North Maple Street, Suite 121

Murfreesboro, Tennessee 37130

[www.rutherfordcountyttn.gov](http://www.rutherfordcountyttn.gov)

(615) 898-7800 (PAYMENT MUST ACCOMPANY COMPLETED APPLICATION)

## NOTARY PUBLIC FOR THE STATE OF TENNESSEE APPLICATION INSTRUCTIONS

- **FIRST...CHECK QUALIFICATIONS LISTED BELOW.** If you qualify, submit completed Notary Publics for the State of Tennessee Application along with a check of \$14.00 made payable to RUTHERFORD COUNTY CLERK. 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. Notary applications must be received by the close of business the day prior to the regularly scheduled County Commission meeting. There is no County Commission meeting in July.
- The properly completed application will be considered at the next available County Commission meeting. If approved by the Rutherford County Board of Commissioners, we will then request the Secretary of State to print your notary certificate. The Office of the Rutherford County Clerk **will notify you by email** when it is time for you to secure a (\$10,000.00) Notary Public for the State of Tennessee 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 e-mail that your Notary Public for the State of Tennessee 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 email from the Office of the Rutherford County Clerk, you will be required to file one of the above mentioned surety bonds in person at the Rutherford County Clerk's Office located at 319 North Maple Street, Murfreesboro, TN.**
- The Notary Public for the State of Tennessee Commission Certificate will be issued to you upon completion of the above stated requirements.

## NOTARY PUBLIC FOR THE STATE OF TENNESSEE TERM OF OFFICE

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

## NOTARY PUBLIC FOR THE STATE OF TENNESSEE STAMP

All notaries must use a seal design prescribed by the Secretary of State. The seal of the office must be imprinted by a rubber stamp in any color other than black or yellow, provided the color used to imprint the seal shall be clearly legible and appear as black when photocopied on a non-color copier. The Secretary of State prescribed the following design: a circular seal with the Notary's name (as it appears on the commission) printed at the top, the county printed at the bottom, and "State of Tennessee Notary Public" printed in the center. See sample rubber stamp below:



## STATE OF TENNESSEE NOTARY PUBLIC QUALIFICATIONS

- All notaries must be residents of Rutherford County, or have their principal place of business in Rutherford County, from which they were elected.
- 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.

## STATE OF TENNESSEE NOTARY PUBLIC RECORD KEEPING

- Pursuant to 2014 Tennessee Public Acts, ch. 805, "the notaries public shall keep a record in a well-bound book of each of the notaries public's acts, attestations, protestations, and other instruments of publications."

## STATE OF TENNESSEE NOTARY PUBLIC PENALTIES

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

(Effective – 01-2019)



NOTARY PUBLIC FOR THE STATE OF TENNESSEE APPLICATION
RUTHERFORD COUNTY, TENNESSEE

Special Notice --- Applicant will receive email confirmation

(Applicant MUST provide accurate email address)

319 North Maple Street
Murfreesboro, Tennessee 37130

615-898-7800 Murfreesboro
615-459-9692 Smyrna

www.rutherfordcountyttn.gov/countyclerk
PAYMENT MUST ACCOMPANY COMPLETED APPLICATION

(NAME) \_\_\_\_\_
(Print your NAME here, as you want it to appear on your commission, bond and seal)

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ HOME TELEPHONE \_\_\_\_\_

EMPLOYER \_\_\_\_\_

BUSINESS STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ BUSINESS TELEPHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_
(An email address is mandatory. Your notice of notary acceptance will be sent to you by email. Please print legibly)

DATE OF BIRTH \_\_\_\_\_ [ ] NEW APPLICANT [ ] RENEWAL--PRESENT EXPIRATION DATE \_\_\_\_\_

TYPE OF BOND --- [ ] INSURANCE BOND [ ] PERSONAL SURETY BOND

Personal Surety #1 \_\_\_\_\_ / Personal Surety #2 \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS YES OR NO:

Have you ever been convicted of offering or giving a bribe, larceny, or any other offense declared infamous by law? YES or NO

If the answer to question 1 is YES, has your citizenship been restored? YES or NO

Is there an unpaid judgment against you for money received in an official capacity and due to the United States, to Tennessee or any Tennessee county, or are you a defaulter to the treasury? YES or NO

Are you a soldier, seaman, marine, or airman in the regular Army, Navy, or Air Force of the United States, a member of the United States Congress, or a person holding any office of profit or trust under any foreign power, other state or the United States? YES or NO

Have you ever been removed from office as a notary public for official misconduct? YES or NO

Have you ever had a notary commission revoked or suspended by this or any other state? YES or NO

Have you ever been found by a court of this state or any other state to have engaged in the unauthorized practice of law? YES or NO

By Tennessee State law, in order to become a notary, the applicant must be a United States citizen or legal permanent resident. Are you a U. S. citizen or a legal permanent resident? YES or NO

(PLEASE PROVIDE PROOF OF CITIZENSHIP or RESIDENCY)

I DO SWEAR OR AFFIRM UNDER PENALTIES OF PERJURY THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT.

SIGNATURE OF APPLICANT \_\_\_\_\_ / PRINT NAME \_\_\_\_\_
YOUR SIGNATURE MUST BE THE SAME AS NAME TO APPEAR ON NOTARY BOND, NOTARY SEAL, AND NOTARY CERTIFICATE

(APPLICANT MUST SIGN BEFORE A NOTARY PUBLIC)

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ (S E A L)

NOTARY PUBLIC \_\_\_\_\_

COMMISSION EXPIRES \_\_\_\_\_

The Clerk's office accepts notarized applications only. \$14.00 PAYMENT MUST ACCOMPANY COMPLETED APPLICATION. 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.

FOR OFFICE USE ONLY

OFFICE USE - DATE PAID \_\_\_\_\_ RECEIPT NUMBER \_\_\_\_\_ CHECK # \_\_\_\_\_ CLERK INITIALS \_\_\_\_\_
(Effective - 01-2019)