

RUTHERFORD COUNTY CLERK
319 North Maple Street, Suite 121
Murfreesboro, Tennessee 37130
(615) 898-7800
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.

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

FOR OFFICE USE ONLY		
\$7.00	DATE PAID _____	RECEIPT NUMBER _____

PLEASE PRINT IN BLACK INK OR TYPE.

FULL LEGAL NAME _____
(First) (Middle) (Last)

NAME APPEARING ON YOUR EXISTING NOTARY PUBLIC AT LARGE COMMISSION

DATE NOTARY PUBLIC AT LARGE COMMISSION EXPIRES _____

NAME TO APPEAR ON COMMISSION _____

REASON FOR CHANGING NAME (Please mark one)

- MARRIAGE
- DIVORCE
- LEGAL NAME CHANGE
- OTHER _____

(Please Specify)

DATE OF BIRTH _____

HOME STREET ADDRESS _____

E-MAIL ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME TELEPHONE NUMBER _____

EMPLOYER _____

BUSINESS STREET ADDRESS _____

E-MAIL ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

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)

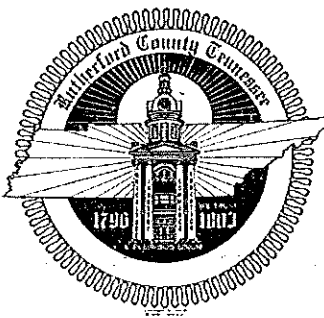
SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, _____.

(SEAL) 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 _____

Lisa Duke Crowell

Rutherford County Clerk
319 North Maple Street, Suite 121
Murfreesboro, Tennessee 37130
www.rutherfordcountyttn.gov
(615) 898-7800

NOTARY PUBLIC FOR THE STATE OF TENNESSEE APPLICATION INSTRUCTIONS

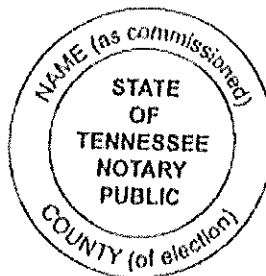
- **FIRST...CHECK QUALIFICATIONS LISTED BELOW.** If you qualify, submit completed Notary Publics for the State of Tennessee Application along with a check of \$14.00 made payable to **RUTHERFORD COUNTY CLERK**. The Clerk's office accepts notarized applications only. Should the applicant appear before 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 – 07-2016)



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
fax 615-217-6597

(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. 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 - 07-2016)