

File No:

Filing Fees: New Commission
Renewal

\$25.00
\$20.00

APPLICATION FOR APPOINTMENT AS NOTARY
WITHIN THE CHEROKEE NATION

SECTION I

Please Check appropriate action:
If renewal, list expiration date

1.____ New Commission
2.____ Renewal Commission
Exp. Date:_____

4. Name (Last, First, Middle)_____
- Former Name (If Applicable)_____
5. Residence address _____
6. City, State, Zip code _____
7. County of Residence _____
8. E-Mail Address:_____
9. Date of Birth _____
10. Cherokee Nation Membership Number:_____

I, the undersigned, a citizen of the Cherokee Nation, hereby apply for appointment as a notary public in and for the Cherokee Nation.

Print your name as you want it to appear on your commission:

Signature_____

SECTION II

Complete this section only if you want your commission mailed to an address other than your residence.

11. Name: _____
12. Mailing Address:_____
13. City, State, Zip Code: _____

SECTION I- This section must be filled out completely. You will be a notary for the Cherokee Nation. You can notarize documents within the Cherokee Nation. Notary commissions and bonds are valid for a term of four (4) years. You are responsible for the timely renewal of your commission, if you wish to remain a notary public for the Cherokee Nation. No changes will be made on your commission once it is issued. Your notary seal and bond must reflect the same information that is on your commission.

NEW COMMISSION - Mark this box if you have never been a Cherokee Nation notary public.

RENEWAL COMMISSION – Mark this box if you have been a Cherokee Nation notary public in the past. List your most recent commission expiration date. Notary Public Commissions cannot be renewed earlier than six (6) weeks before the expiration date.

FORMER NAME – If your name has changed since your last commission, list the name used on your last commission.

RESIDENCE STREET ADDRESS – Please list your current residence address.

MEMBERSHIP NUMBER – Please list your Cherokee Membership Number.

SIGNATURE – Must be exactly as you want your name to appear on your commission. You will need to notarize documents with the same signature that appears on your commission.

SECTION II- Complete this section ONLY if you want your commission mailed to an address other than your residence. If this section is not completed, your commission will be mailed to your residence.

INSTRUCTIONS FOR BECOMING A NOTARY PUBLIC IN THE CHEROKEE NATION

COMMISSION: To be issued a commission, complete this form and return it to the office of the Court Administrator, P.O. Box 1097, Tahlequah, Oklahoma 74465. You will receive a Notary Public Commission containing your commission number and expiration date and Oaths of Office. A blank bond and oaths will be sent with the commissions.

SEAL: All new applicants must purchase a notary public seal from a firm of their choice. The seal must contain your name as it is on your commission. Renewal applicants can use the same seal as long as the information remains correct.

BOND: All applicants must obtain a \$1,000.00 surety bond. You may purchase the bond from the insurance company or bonding agency of your choice. If you are a Cherokee Nation employee, please check with the Risk Management Department to see if you may already be bonded or if additional bonding is necessary.

The Commission, Bond and Oaths shall be recorded in the office of the Court Clerk of the District Court. The Commission shall be returned to the notary. The bond and oaths shall be retained by the court clerk to be filed and recorded in her office. Upon filing of the commission with the court clerk, every notary public shall pay to the court clerk the sum of Twenty-five dollars (\$25.00) to be held and accounted for by the court clerk as fees of the clerk's office.

Applications for renewal shall follow the same procedure except the fee shall be Twenty Dollars (\$20.00).

IF YOU HAVE ANY QUESTIONS,
CALL LISA FIELDS, COURT ADMINISTRATOR,
918-207-3900 Monday-Friday