



MOLTON, ALLEN & WILLIAMS, LLC
INSURANCE BROKERS & BENEFITS CONSULTANTS

LETTER OF INSTRUCTION

Re: Notary Bond Execution

Notaries in the State of Alabama are appointed and commissioned by the probate judges of the various counties. The probate judge reports to the Secretary of State the name, county, date of issuance and date of expiration of the commission of each notary appointed and commissioned under applicable law.

Click on the **County Specific Information document** and see if your county requires a specific application. If you do not see your county listed, you can usually find this information on the internet at <http://www.sos.state.al.us/vb/officials/index.aspx> or call the **Probate Court** office in your county (number listed on County Specific Information Document).

Click on the appropriate **Notary Bond Application** and **Notary Bond Form** on our website. The Notary Bond Form and Application must be completed in full (YOUR NAME MUST BE LISTED AS YOU ARE REGISTERED TO VOTE), and the Bond Form signed in the two indicated places. The signature for your 'oath of office' must be notarized and returned with the application. If the signature is not notarized, the form will be returned and will cause a delay in receiving your commission certificate.

The four year bond premium is \$50.00 and the amount of the court fee will be determined by the county you live in and registered to vote in.

Return completed application and Notary Bond to the bond department at address listed below. Should you have any questions, please feel free to contact Allison Johnson at 205-969-5160.

The duties and responsibilities of notaries are spelled out in the Code of Alabama. The [statutes governing notaries](#) are available for review on line, courtesy of the [Alabama Legislature](#), click on links.

For access to the password protected document contact Allison Johnson at 205-969-5160.

Molton, Allen & Williams, LLC
Bond Department
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