

Notary Public Information

Effective September 1, 2023

The first step in becoming a Notary is to complete the Notary application for Dekalb County. [CLICK HERE](#) for the application. Please make sure to complete every section of the application and include a copy of your Alabama Driver License. Your application will be rejected if a copy of your driver license is not included.

Send the completed application and supporting documentation to:
Dekalb County Probate Court
Attn: Notary Department
300 Grand Ave SW, Suite 100
Fort Payne, AL 35967

You may either mail or hand deliver the application to the Probate Office in the Dekalb County Courthouse. When the application is received by the Probate Office, it will be processed accordingly. This typically occurs within 2-3 days of receiving the application. Court staff will verify the details of the completed application. This verification will include a check of the Alabama judicial records to ascertain if the applicant has been a defendant in a criminal case in Alabama. If your application is missing information or found to be inaccurate in any way it will be returned to you with the appropriate explanation for the rejection, along with further instructions if you still wish to apply for your notary.

If your application is approved, the Court will mail a "letter of appointment" to you. As the letter will indicate, you will have 30 days from the date of the "letter of appointment" to obtain the required \$50,000 Notary Bond, complete the online Notary Public Training Course found on the Alabama Probate Judge's Association Website and print the Certificate of Completion, and record the bond in the Probate Office. This can be accomplished by mailing or hand delivering all the above to Probate Office. The cost to record the bond is \$60.00. Upon recording you will receive (in person or by mail) your official "notary commission". At that time, you may perform any notarial act. You should also obtain a notary seal or stamp, which are available from most office supply stores.

Notary for State Employees: State employees are covered under a State Blanket Bond. The Probate Court requires an original letter from the employee's supervisor or department head evidencing the applicant's status as a state employee, and thereby covered under the State Blanket Bond – the letter should

include the State's policy number. The letter should be on department letterhead and signed by a supervisor. State employees must follow the same application process and procedure as outlined above, including training. However, State employees are covered under the State Blanket Bond and as such will not be required to purchase an individual surety bond.

Notary for Attorneys: Attorneys are required to follow the same application process and procedure as outlined above, but are not required to complete the training requirement. However, the training course developed by the Alabama Probate Judges Association and the Alabama Law Institute reinforces and updates the applicant's knowledge of all matters relevant to the office of Notary Public and is strongly encouraged.

Frequently Asked Questions

- ❖ What are the basic requirements to be appointed as a Notary Public?
 - You must live in Dekalb County and provide proof of residency.
 - You must be capable of posting a bond in the required amount of \$50,000.
 - You must be at least 18 years of age.
 - You must not be a convicted felon.
 - You must not be a debtor in a bankruptcy proceeding.
 - You must not be under an order adjudicating you incapacitated.
- ❖ What is the filing/recording fee in Dekalb County?
 - Application fee \$10.00
 - Bond Filing fee \$60.00
- ❖ Do I have to come to Probate Court?
 - No, you may mail your application if you choose to the following address:
Dekalb County Probate Court
Attn: Notary Department
300 Grand Ave SW, Suite 100
Fort Payne, AL 35967
- ❖ How long does it take to get my appointment letter after I mail in or hand deliver my application?
 - You can typically expect to receive your appointment letter within 1-2 weeks.

- ❖ What if my application is rejected?
 - You will receive a letter from the Judge of Probate with instructions on what to do next.
- ❖ Where can I obtain/purchase my \$50,000 Surety Bond?
 - Almost any insurance company can provide you with the required bond. Please make sure the company/agent issuing the bond is a Licensed Producer in the State of Alabama and recognized by the Alabama Department of Insurance.
- ❖ When should I purchase my \$50,000 Surety Bond?
 - After receiving your official Appointment Letter from the Judge of Probate. It is important that the bond NOT be dated prior to the actual appointment date.
- ❖ What if I am unable to submit and record my bond within the required 30 days of my "letter of appointment"?
 - We are unable to extend the deadline; you will be required to submit a new application.
- ❖ Where do I go for training?
 - The Notary Public Training course is available online [HERE](#). Once you have completed training, you will need to print your Course Completion Certificate.
- ❖ When should I complete training?
 - You are welcome to begin your training as soon as you submit your application to the Probate Office. Keep in mind, training must be completed within 30 days of receiving your appointment letter and your certificate of completion must be filed with your surety bond.
- ❖ I am currently a Notary, what is the renewal process?
 - You must submit a new application and follow the procedures outlined above each time your current commission expires.
- ❖ How long is my Notary commission good for?
 - You are commissioned for a term of 4 years.
- ❖ Do I have to supply my Social Security Number and driver's license information on my application?
 - YES. This information is required. Your application WILL be rejected without this information. This information is used to search Alabama judicial records and to prove your residency in Dekalb County. This information is not recorded and does not become part of any public record. Any document that includes your Social Security Number and/or driver license number is destroyed by the Court after the application has completed the approval process.

- ❖ Do I need a Notary Seal or Stamp?
 - YES, these are available through most office supply stores or any number of websites. The Probate Office does not supply the seal/stamp or make any recommendations regarding where to purchase.
- ❖ After completing the application process and recording my bond at Probate Court, what do I get?
 - You will receive your Notary Commission letter and official “Notary Certificate”. You are now eligible to perform any legal Notary act.
- ❖ Where can I find out more about Notaries Public?
 - Alabama Secretary of State website:
<http://sos.alabama.gov/administrative-services/notaries-public>
 - Alabama Probate Judges Association:
<https://alpja.org/>