



Steps for the Notary Forms

**** Make sure to fill out all forms correctly to avoid delay! ****

Step 1: Commission Application

- ☐ Fill out form. At least the residential information is required.
- ☐ Sign "Applicant Signature" line at bottom right.
- ☐ Have this signature notarized.

Step 2: Western Surety Bond Form

- ☐ Sign at the Principal "X" (arrow) in the middle of the form.
- ☐ Sign at the Oath "X" (arrow) at the bottom of the form.
- ☐ Have this signature notarized.

****Leave the top portion blank.****

Step 3: Order Form

- ☐ Supply the "Postal Shipping To" information for your supplies.
- ☐ Bottom Right: Mark items for order.

If using a check/money order or credit card as payment, mail to

Stegall Notary Service

P.O. Box 12913

Jackson, MS 39236

Or credit card users can scan and email the forms to

stegall@bellsouth.net

PHYSICAL ADDRESS:
14 Northtown Drive
Jackson, MS 39211

MAILING ADDRESS:
P.O. Box 12913
Jackson, MS 39236

PHONE:

844.303.9505
601.957.9505



NOTARY SERVICE
Serving Mississippi Notaries Since 1980

Proud to be
MISSISSIPPI
OWNED & OPERATED

EMAIL: stegall@bellsouth.net

WEB: www.StegallNotaryService.com

OWNER: Cooper D. Allen
Licensed Insurance Agent

ORDER FORM for New or Renewal Commissions

PLEASE FOLLOW THESE 3 STEPS: *Note: Incomplete forms will be returned.*

- 1 STEP 1: APPLICATION** → Complete Notary Application **AND** have signature **NOTARIZED**.
- 2 STEP 2: BOND** → Sign "Principal" line at the "X", and Sign the Oath of Office at the "X", and have **NOTARIZED**. **DO NOT COMPLETE** the TOP PORTION of the BOND.
- 3 STEP 3: ORDER FORM** → Mark all Items or Kit you wish to order below. Make check payable to **STEGALL NOTARY SERVICE**. Return **Order Form, Application, Bond, and Check or Credit Card information** to: P.O. Box 12913, Jackson, MS 39236

\$10,000
Errors & Omissions
Insurance Policy
FREE with each
Bond Order!

POSTAL SHIPPING TO: PLEASE PRINT CLEARLY.

(We ship via U.S. Postal Service)

Name: _____ MS Driver's License No. _____
Name of Business at Mailing Address (if any): _____ Bus./Daytime Phone: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____



STATE REGULATION:

Effective July 1, 2007, the Secretary of State is requiring all **NEW & RENEWING** Notaries to use a **Self-Inking Seal Stamp** containing **Name, Residence County, Expiration Date** and **State issued ID Number**.

Complete Notary Kit **\$178.00**
total includes sah

INCLUDES:

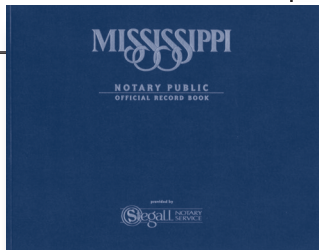
- ★ Statewide Commission (4-year)
- ★ \$5000 4-year Surety Bond
- ★ State-Required Seal Stamp (self-inking)
- ★ MISSISSIPPI Notary Record Book
- ★ **\$25,000** Notary Errors & Omissions Insurance
- ★ Shipping & Handling

TOTAL SAVINGS OF \$14.00

A Stegall Notary Service Exclusive!

MISSISSIPPI Notary Public Official Record Book

Beautiful navy blue faux-leather cover with gold embossed lettering. Offered exclusively by Stegall Notary Service.



INDIVIDUAL ITEM DESCRIPTION	UNIT PRICE	QTY.	TOTAL
1. * Notary Public Statewide Commission (4-year)	\$25.00		
2. * Notary Public Bond (\$5000, 4-year Surety) (Includes \$10,000 Errors & Omissions Insurance)	\$45.00		
3. * State-Required, Self-Inking Seal Stamp (see left) Shows Name, County, Expiration Date and Notary I.D. #	\$33.00		
4. * "Mississippi" Notary Official Record Book Required for new Notaries, but not for renewals with a book.	\$14.00		
5. COMPLETE NOTARY KIT	\$168.00		
6. Notary Public Errors & Omissions Insurance			
a. \$10,000 4-year Policy	\$50.00		
b. \$15,000 4-year Policy	\$65.00		
7. Notary Public Desk Plate			
a. Regular	\$16.00		
b. Personalized	\$22.00		
8. Jurat Stamp			
a. Rubber Stamp	\$14.00		
b. Self-Inking Stamp	\$25.00		
* Required by Law		SUBTOTAL	\$
Visit our website for pictures & descriptions www.StegallNotaryService.com		Shipping & Handling	\$ 10.00
		TOTAL REMITTANCE	\$

Name on Credit Card: _____ ☐ Call for Credit Card Information
Credit Card No.: _____ Expiration Date: _____ CVW No.: _____

YOU COMPLETE 3 STEPS ABOVE, WE WILL HANDLE THE REST.

We will obtain your Notary Commission, file your Bond with the Secretary of State and send all your notary supplies to you promptly.

Jackson, Mississippi

NOTARY PUBLIC COMMISSION APPLICATION

This application must be typed or printed in ink. Fields marked with an asterisk (*) are required.

*This application is a **New Commission, or a** **Re-Commission** ---> Expiration date / / .
 (←----- check only one ----->)

Notary ID Number: _____
(Provided by Secretary of State)

*I, _____, hereby make application for appointment
(Name exactly as you wish it to appear on your certificate. No nickname or alias.) to the office of Notary Public.

RESIDENCE

*Street Address: _____ *City: _____ *MS Zip: _____

*Telephone Number: _____ *MS Driver License #: _____
(Or non-driver state ID number)

*County of Residence: _____ *Date of Birth: ____/____/____ *PIN: _____
(Last four digits of SSN)

Mailing address, if different: _____ City: _____ MS Zip: _____

*E-mail address: _____

Your commission will be emailed to you. No physical copy will be mailed.

NOTICE: After filing with the Secretary of State's Office, this document is a public record. The personal information contained in this application is used by the Secretary of State to determine your eligibility for the Office of Notary Public.

Please provide a business or employer address and telephone number as you would like it to appear in the online Notary Directory. If you do not provide this information you will be listed at your mailing or residence address.

BUSINESS Name: _____ Job Title: _____ Phone: _____

Street Address: _____ City: _____ Zip: _____

Mailing Address: _____ City: _____ Zip: _____

Under penalty of perjury, I hereby certify that: I have read the instructions and the Notary Public Regulations and understand the qualifications for appointment to the Office of Notary Public; I am at least 18 years of age and I have never been convicted of a felony in this State or other state-nation and am not presently incarcerated or on parole; I have never had a denial, revocation, suspension, restriction, or resignation of a notarial commission in this State or any other state or nation; I can read and write the English language; I am a Citizen or other permanent legal resident of the United States; and I reside at the physical residential address provided on this application.

I swear or affirm that the above information is true and correct._____

* *Applicant Signature*

State of Mississippi, County of _____

Sworn to and subscribed before me this _____ day of _____, 20____.

***Notary Public**

My Commission Expires: _____



Stegall NOTARY SERVICE

**14 Northtown Drive
Jackson, Mississippi 39211**

(SEAL)

WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES

MISSISSIPPI

Western Surety Company

BOND AND OATH OF NOTARIES PUBLIC

KNOW ALL PERSONS BY THESE PRESENTS: BOND No. _____

That we _____ as Principal,
and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Mississippi, as Surety,
are held and firmly bound unto the State of Mississippi in the penal sum of
\$5000
for the payment of which well and truly to be made, we, and each of us, bind ourselves, our and each of our heirs,
executors and administrators jointly and severally, and firmly by these presents.

Dated: _____.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas, the above bounden Principal was duly
appointed to the office of Notary Public on: _____,
for the term of four years from: _____.

NOW, THEREFORE, if the said Principal shall faithfully perform all the duties of said office during his continuance
therein, then the above obligation to be void, otherwise to remain in full force and virtue.

Stegall Notary Service

P. O. Box 12913
Jackson, MS 39236
Phone: 1-601-957-9505
Mississippi License No.: 10362168

X _____
Principal
WESTERN SURETY COMPANY
By _____
Attorney-in-Fact
Mississippi License No. 7701000

PLEASE SIGN HERE
←

OATH OF OFFICE

STATE OF MISSISSIPPI
County of _____ } ss

I, _____, do solemnly swear that I will faithfully support
the Constitution of the United States and the Constitution of the State of Mississippi, and obey the laws thereof; that I
am not disqualified from holding office of Notary Public; that I will faithfully discharge the duties of the office upon
which I am about to enter. So help me God.

X _____
and HAVE NOTARIZED

PLEASE SIGN HERE
←

Sworn to and subscribed before me this _____ day of _____,

My commission expires _____

_____,
Notary Public

Please have signature notarized before returning to Stegall Notary Service

Form 926-B-4-2017

WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES