

Permanent Commission Notary Public Instructions

You may NOT perform notarial acts until you are notified by the Department of Financial Institutions that your commission has been issued.

General Requirements

Permanent notary commissions, under Wisconsin [Statutes chapter 140](#), are available only to residents of the United States who are licensed to practice law in Wisconsin and whose license has never been suspended or revoked for any reason. If you are not an attorney, you are not eligible to apply for a permanent commission; you may apply for a four-year notary commission only. If your license to practice law in Wisconsin has been suspended or revoked, and has been reinstated, you may apply for a four-year notary commission only. Note that under current law, persons convicted in state or federal court of a felony, or persons convicted of a misdemeanor involving fraud, forgery or similar may not be commissioned as Notaries Public for the State of Wisconsin unless the offense has been expunged or pardoned. Wisconsin Statutes require that you provide written notice of any change of address to the Wisconsin Department of Financial Institutions within 10 days of the change. Grounds for revocation of your commission may include: providing false information on this application, conviction for certain crimes while holding a commission, failing to comply with Wisconsin law governing notaries and notarial acts or Supreme Court notice to DFI of the surrender, suspension or revocation of your license to practice law in Wisconsin.

Notary Seal and Signature Requirements

Before completing the Notary Public Application form, you will need to buy a notary seal or rubber stamp from an office supply store. The seal/stamp may be any size, but must state the words "Notary Public," "State of Wisconsin," and your printed seal name. Initials or a shortened first name may be used. Current last name must be in full. No title such as "Atty." or "Esq." may appear before or after your name. When ordering a seal/stamp, keep in mind that when performing a notarial act, you must always sign your name exactly as set forth on your seal/stamp.

Purchase - Certificate of Good Standing

Request a Certificate of Good Standing from the Clerk of the Supreme Court, PO Box 1688, Madison, WI 53701-1688. A fee of \$3.00 (payable to "Wisconsin Supreme Court") must accompany the written request. Include your name, attorney number and approximate date of admission. The certificate of good standing must be dated within two months of submission of your notary application.

Instructions for completing the Permanent Notary Public Application

1. If you hold or held a four-year Wisconsin notary commission, indicate the expiration date and commission number of your most recent commission.
2. If you had a previous notary commission in Wisconsin and your name has changed, enter your former name(s)
3. Enter your current full legal name (first, middle, last and suffix (Jr, Sr, if applicable)).
4. Enter your complete mailing address. Use "In Care Of" only if the mailing address is a business address.
5. Please enter your email address to receive communication regarding your notary application and commission certificate. You may wish to add "DFINotary@dfi.wisconsin.gov" to your contacts to prevent the email from being sent to a spam folder.
6. Enter your date of birth.
7. Enter your phone number with the area code. If you have an extension, enter that after your phone number.
8. Enter your State Bar Number.
9. Answer "Yes" or "No." Attach an explanation if you answered "Yes."
10. Read the statement and apply your original signature if you agree with the statement.
11. Affix a clear impression of your notary seal/stamp in the space provided. (If the impression/stamp leaves an unclear mark, affix additional samples on a separate white sheet of paper and include the paper with your application.)
12. Sign with your official notary signature using the exact spelling as shown on your notary seal/stamp.
13. Enter your name exactly as signed (and as the name appears on the seal/stamp.)

Submit the following:

- Certificate of Good Standing from the WI Supreme Court
- Completed application
- \$50.00 check or money order payable to: Wisconsin Department of Financial Institutions

Mail to: Notary Records Section Department of Financial Institutions PO Box 7847 Madison, WI 53707-7847	Phone: (608) 266-8915 TTY: 711	Email: DFINotary@dfi.wisconsin.gov (Scanned document should be saved as 1-PDF and attached to email. If you have an impression seal it must be shaded before scanning)	Fax (608) 264-7965 (If you have an impression seal it must be shaded before faxing)
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State of Wisconsin
 Permanent Commission
 Notary Public Application
 dfi.wi.gov

OFFICE USE ONLY
COMMISSION DATE:
Fee: \$50.00

1. Is this your first Wisconsin commission? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," indicate the most recent expiration date: _____				
2. If the name on your last commission has changed and you have not notified us, list former name(s) here:				
3. Current Full Name	First	Middle	Last	Suffix
4. Mailing Address	In Care of: (Business Name, if applicable)			
Address Line		City	State	Zip
5. Email Address (For sending commission certificate)		6. Date of Birth (MM/DD/YYYY)	7. Phone Number (Best number to contact)	
8. State Bar Number				

9. (a) Have you ever been convicted or have pending charges of a felony?
 (b) Have you been convicted or have pending charges of a misdemeanor involving fraud, forgery, or similar violation?
 Yes No
 If 'Yes', submit documentation of conviction(s) and/or pending criminal charges.

10. To the Department of Financial Institutions: I hereby apply for a permanent appointment as a Wisconsin Notary Public. I certify that I am a United States resident and licensed to practice law in Wisconsin, that my license has never been surrendered, suspended, or revoked for any reason, and that all the information I have provided is true.		11. Place a clear impression of seal/stamp sample here. If impression is not clear, apply sample to plain paper and include with this application.		
Applicant Signature:				
Submit:		12. Sign your name exactly as it appears on your seal/stamp		
<ul style="list-style-type: none"> • Purchase Certificate of Good Standing from the WI Supreme Court • Completed Permanent application • \$50.00 payable to: WI Dept of Financial Institutions 		13. Print your name exactly as it appears on your seal/stamp below		
		First	Middle	Last
				Suffix

Mail to: Notary Records Section Department of Financial Institutions PO Box 7847 Madison, WI 53707-7847	Phone: (608) 266-8915 TTY: 711	Email: DFINotary@dfi.wisconsin.gov (Scanned document should be saved as 1-PDF and attached to email for resubmission. If you have an impression seal it must be shaded before scanning)	Fax (608) 264-7965 (If you have an impression seal it must be shaded before faxing)
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You are hereby informed that the information you provide on the application may be considered a public record available for public inspection.