



State of Wisconsin - Department of Financial Institutions
WISCONSIN NOTARY PUBLIC
Notary Certificate Request Form

dfi.wi.gov

Office Use Only

1. Request Criteria:

Notary Seal Name
Notary ID (if known)

2. Contact/Mailing Information:

Name
Street Address
City, State, Zip
Phone Number
Email

Documents will be mailed to the above address unless you choose or include one of the options below.

_____ High Priority: You must include prepaid label (UPS, FedEx)

_____ Pick up documents at DFI offices in Madison, WI

3. Fees: Payable to the Department of Financial Institutions (Check or Money Order)

\$10 per certificate # Certificates _____ X \$10.00 = _____

This document can be made available in alternate formats, upon request, to qualifying individuals with disabilities. You are hereby informed that the information you provide on the application may be considered a public record available for public inspection.

Mail to: Notary Records Section Department of Financial Institutions PO Box 7847 Madison, WI 53707-7847	Physical Address: 4822 Madison Yards Way, North Tower Madison, WI 53705	Email DFINotary@dfi.wisconsin.gov	Phone: (608) 266-8915 TTY: 711 Fax (608) 264-7965
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