



APPLICATION FOR TENNESSEE NOTARY PUBLIC

CUMBERLAND COUNTY, TENNESSEE

Jule Bryson, Cumberland County Clerk

1760 South Main Street Crossville, TN 38555

Phone: 931.484.6442

PLEASE ATTACH PAYMENT IN THE AMOUNT \$15.00

MAKE CHECKS PAYABLE TO "CUMBERLAND COUNTY CLERK" APPLICATION MUST BE NOTARIZED.

WAIT TO HEAR FROM US AFTER YOUR APPLICATION IS MADE, WE WILL CONTACT YOU WHEN YOU NEED TO APPLY FOR YOUR SURETY BOND .

APPLICATION MUST BE COMPLETELY FILLED OUT (PLEASE PRINT OR TYPE)

FULL NAME: _____ NOTARY NAME: _____

HOME ADDRESS: _____

NAME OF EMPLOYER/COMPANY _____

BUSINESS ADDRESS: _____

HOME/CELL PHONE: _____ WORK PHONE: _____

DATE OF BIRTH: _____ EMAIL ADDRESS: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS BY CIRCLING YES or NO

- 1. Are you a resident of Cumberland County or do you have a principal place in Cumberland County? YES / NO
- 2. Have you ever been convicted of offering or giving a bribe, larceny, or any other offenses declared infamous by law? YES / NO
If the answer to the previous question was YES, has your citizenship be restored? YES / NO
- 3. Is there any unpaid judgment against you for money received in an official capacity and due to the United State, to Tennessee or any Tennessee county, or are you a defaulter to the treasury? YES / NO
- 4. Are you a soldier, seaman, marine, or airman in the Army, Navy, or Air force of the United State, a Member of the United states Congress, or a person holding any office of profit or trust under any foreign power or other U.S. state? YES / NO
- 5. Have you ever been removed from office as a Notary Public for official misconduct: YES / NO
- 6. Have you ever been found by a court of this state of any other state to have engaged in the unauthorized practice of law? YES / NO
- 7. Is there any other reason that you are legally disqualified from holding the office of a notary public? YES / NO

I DO SWEAR AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT.

Signature of Applicant: _____

APPLICANT'S SIGNATURE MUST BE NOTARIZED

State of Tennessee, County of _____

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

Notary / County Clerk's Signature: _____

Commission expires: _____

NOTARY PUBLIC APPLICATION TIMELINE

- Submit application for approval with the Cumberland County Commission. Cost is \$15.00
- After Commission approval, your application will be submitted to Secretary of State for commission & expiration date and Certificate
- Clerk's Office will contact you with this information ... wait to hear from our office
- Apply for your Surety Bond of \$10,000 – **AFTER WE CONTACT YOU WITH YOUR EXPIRATION DATE**
- Order your Notary stamp & Notary Logbook from any office supply store or on Amazon. Your notary stamp must be in a color (NOT BLACK OR YELLOW) These are designed by Secretary of State and can be viewed at sos.tn.gov
- Bring your Surety Bond with your photo ID to the Clerk's Office and sign Surety Bond in front of a Deputy County Clerk
- **THIS PROCESS CAN TAKE UP TO 10 WEEKS FROM THE TIME OF YOUR APPLICATION**

- If you have not heard from our office with 10 weeks, please contact us at 931.484.6442 option #2

REMEMBER TO WAIT TO HEAR FROM US AFTER YOUR APPLICATION IS MADE, WE WILL CONTACT YOU WHEN YOU NEED TO APPLY FOR YOUR SURETY BOND .

You can view and print a Handbook for being a Tennessee Notary Public at this website www.ctas.tennessee.edu

If you have any questions, please contact our office.

Paige Matthews
Deputy County Clerk