



Knox County Clerk

300 Main St. Knoxville, TN 37902 (865)215-2383 www.knoxcounty.org/clerk

APPLICATION FOR NOTARY PUBLIC

New Commission \$19.00 Renewal \$19.00 (Expiration Date: _____)

Date of Application: _____

Full Name (*Print as you want it to appear on your notary commission.*)

_____ Date of Birth: _____
First Middle Last

Residence Address: _____
Street Address (No P.O. Box)

_____ City State Zip Code Telephone

Name of Employer: _____

Principle Business Address: _____
Street Address (No P.O. Box)

_____ City State Zip Code Telephone

Please answer the following:

1. Are you a citizen of the United States or a legal permanent resident? Yes No
2. Are you presently at least 18 years of age? Yes No
3. How long have you been a resident of the State of Tennessee? Yes No
4. Have you ever been convicted of offering or giving a bribe, of larceny, or of any other offense declared infamous by law? Yes No
5. Are there any unpaid judgments against you for money received in an official capacity due to the State, County, or U.S. Government or are you in default to the Treasury? Yes No
6. Are you presently a Soldier, Seaman, Marine or Airman in the regular Army, Navy, or Air Force of the United States, a member of Congress, or a person holding any office of trust under foreign or domestic government? Yes No
7. Have you ever been removed from the office of Notary Public for official misconduct? Yes No
8. Have you ever had a Notarial Commission revoked or suspended by this or any other state? Yes No
9. Have you ever engaged in the unauthorized practice of law? Yes No

I certify that this application has been completed and examined by me and to the best of my knowledge and belief is a true and complete application made in good faith pursuant to the provisions of Chapters 16 ad 18, Title 8, of the Tennessee Code Annotated, dealing with Notaries Public.

Applicant's Signature (Must match "Notary Name" above) Date

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

My Commission Expires Signature of Deputy Clerk or Notary Public & Seal

NOTARY APPLICATION INSTRUCTIONS

1. Send \$19.00 with this notarized application. Make checks payable to “Knox County Clerk.
2. A notary desiring to make application for reappointment should apply to the County Clerk’s Office eight weeks prior to the expiration of the previous commission.
3. Upon notification by the County Clerk’s office that you have been approved as a Notary Public for the State of Tennessee, you must next secure a \$10,000 notary public bond payable to the State of Tennessee. The term of the bond shall be four (4) years beginning on the date of issuance of the commission by the Governor. After securing the bond, you must appear with said bond and a picture ID before a Notary Clerk in Knox County. For additional information, please call 865-215-2383 or 865-215-3619.

ELIGIBILITY FOR ELECTION

To qualify for a public office, a person must be at least eighteen (18) years of age and be in compliance with Tennessee Code Annotated (TCA 8-18-101). All notaries must be a resident of the county, or have their principal place of business in the county from which they were elected. If an individual has his principal place of business in any county in the state of Tennessee, he shall be eligible as a notary at large, although he may reside in a state other than Tennessee (TCA 8-16-101).

All individuals meeting these qualifications are eligible for election as a notary public at large, *except* the following persons:

1. Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
2. Those against whom there is a judgment unpaid for any monies received by them, in any official capacity, due to the United States, to this state, or any county in this State.
3. Those who are defaulters to the treasury at the time of election, and the election of any such person shall be void;
4. Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
5. Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States (TCA 8-18-101);
6. Those who have been removed from the Office of Notary Public for official misconduct;
7. Those who have had a notary commission revoked by this or any unauthorized practice of law;
8. Those who have been found by a court to have engaged in the unauthorized practice of law;
9. Those who are not a citizen of the United States or a legal permanent resident of the United States.