

Notary Commissions
Kentucky Secretary of State's Office
PO BOX 821
Frankfort, KY 40602-0821

First Class Mail
US Postage Paid
Frankfort, KY
Permit No. 888

Louisville, KY 402

Jefferson County Clerk
Phone: 502-574-5031
Effective date of Notary Commission: June 15, 2020
See instructions on reverse side of this card.

You have been appointed to the office of notary public, state at large. Your notary commission certificate of appointment has been forwarded to your county clerk listed on the reverse side. **Contact the county clerk listed on the reverse of this card for instructions on how to complete the following:**

- 5) Post bond *Must be 4-year notary public surety bond in the amount of \$1,000*
- 6) Pay the county clerk recording fee of \$19
- 7) Take the Oath of Office
- 8) Pick up your certificate

For additional information regarding these requirements, you should directly contact your county clerk listed on the reverse side.

If the Office of the Secretary of State Notary Commissions can be of further assistance, please do not hesitate to call. For general information, you may reach us at our web site: <https://web.sos.ky.gov/notaries/Index>
Phone: (502) 564-3490