

INSTRUCTIONS FOR NOTARY FILING BY MAIL in SAN DIEGO COUNTY

The San Diego County Recorder/Assessor/Clerk has suspended their over-the-counter services, but they are still processing notary registrations by mail.

This means you will need to find a notary public to administer your oath (in person) and fill out the oath of office forms before you can send the completed oath forms and bond into the county clerk for processing.

You will take the oath and sign the oath of office forms in front of the notary.

Be sure to sign your bond when you receive it. You do not need to sign the bond in front of the notary.

You can take your oath with a notary while you're waiting for the bond to come in the mail. You don't have to wait for the bond to go take your oath. You DO have to mail the completed oath and bond forms to the county together along with the other items referenced on the county clerk's page at <https://arcc.sdcounty.ca.gov/Pages/notary-registration.aspx>

Mail the completed oath and bond forms **by USPS Certified Mail** to the county together along with the other items referenced on the county clerk's page

See the section that says "To file a Notary Public application by **certified mail**, please send the following:..."

Try to get this done ASAP because the law does not allow for extensions for notary filing. If you don't file by your 30th day, you will need to re-qualify, submit another application packet, pay another \$20 fee, pay to be fingerprinted again.

NOTARY PUBLIC OATH AND CERTIFICATE OF FILING

MUST BE FILED IN THE COUNTY CLERK'S OFFICE BY 01/31/2014

I hereby certify that the official bond and oath of office of the person whose name is shown below, was filed on the date indicated and that the following is a copy of said oath.

State of California
County of _____

*Subscribed and sworn to before me, and
filed in my office,*

OR

Filed in my office, this

_____ day of _____, 20 _____

County Clerk/Deputy

(This Area is for County Clerk's Use Only)

[PLACE OFFICIAL SEAL HERE]

I, _____ Ima Notary _____, do solemnly swear and (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

The notary named here signs here after taking the oath

SIGNATURE OF NOTARY Ima Notary

The signature must be used by you in signing ALL notarized documents and must match the signature on your Notary Public application.

Ima Notary

Self
123 Main Street
Anytown, CA 90000

Pursuant to Government Code section 8213.5, any change of address must be sent to the Secretary of State by certified mail. Changes to the address on this form will NOT update your address with the Secretary of State.

Commission No. **1234567** for term commencing 01/01/2014 and ending 12/31/2017 in the county of SAN DIEGO.

FOR PERSONS FILING BY MAIL

State of California
County of _____

*Subscribed and sworn to (or affirmed) before me on
this _____ day of _____, 20 _____*

The notary administering the oath fills out this part and signs, and puts their notary seal here.

(Signature of Notary Public administering oath of office)

[PLACE NOTARY SEAL HERE]

NOTE: FOR INFORMATION ON THE AMOUNT OF THE FEES FOR FILING AND RECORDING THE OFFICIAL BOND AND OATH, CONTACT YOUR COUNTY CLERK/RECORDER.

Check here if county transfer. A county transfer can only be filed after the initial oath and bond have been filed