

The following details are directions for Salt Lake County Government employees who are pursuing becoming a notary for business purposes. The total cost is \$175, not including the price of the Notary stamp (approximately \$30). Please follow these instructions for becoming a Notary or renewing your Notary Commission:

1. The Gov Services Website may be accessed for Notary applications at <http://notary.utah.gov>
2. Click on the “Process” tab across the top of your screen.
3. Review the “Qualifications” information to ensure that you are eligible.
4. The process portion is divided into four (4) steps:

Step 1

- Prepare for test and create a profile by creating a unique username and password.
- Take the test.
- Pay the testing and application fees together by credit card at the end of the test.
- State of Utah Application fee is \$45.00
- State of Utah Test fee is \$30.00
- Once you pay, the test is automatically submitted; results are immediate.
- PRINT or SAVE the answers (this is your only record)
- If you passed the test, print the application and proceed to **Step 2**
- A Commission Number is printed on the application form
- If you did NOT pass your test, there is no refund
- When you are ready to re-test (there is no minimum timeframe); go into your profile using same username & password
- You should only be charged the test fee ONLY. Call 801-538-1041 if you are overcharged

Step 2

- Sign the application
- Email a copy of the application to Sherry Pace with Moreton & Company-space@moreton.com

Step 3

- You will receive a follow up email from her that includes the notary bond, oath and invoice for \$100.
- Sign the Notary bond form and complete the Oath of Office and have your signature notarized.
- Send only **originals of the following forms**: application, notary bond, oath of office as well as a check for \$100 to Moreton & Company at 101 S 200 E Suite 300 Salt Lake City, UT 84111.
- Once Moreton receives the original documents and payment they will complete them and send them to the State. It typically takes 2-3 weeks for processing and to receive the certificate needed to order the Notary stamp. If you do not receive your certificate within this timeframe please call the State of Utah at 801.538.1041.

Questions about this process may be directed to Angelina Harward in Contracts and Procurement at aharward@slco.org or 385.468.0303.