



**MONTGOMERY COUNTY**  
T E N N E S S E E  
COUNTY CLERK'S OFFICE  
Teresa Cottrell, County Clerk  
350 Pageant Lane, Suite 502, Clarksville, TN 37040

**Teresa Cottrell**  
County Clerk

Phone (931) 648-5711  
Fax (931) 553-5160

**MONTGOMERY COUNTY NOTARY PUBLIC APPLICATION**

This application must be signed under oath in the presence of a notary public and submitted to the County Clerk on or before the last day of the month. You must then be commissioned by the Governor. You will be required to post a bond in the amount of Ten Thousand Dollars (\$10,000) and it must have specific effective dates which may be obtained from our office or online at [www.mcclerktn.org](http://www.mcclerktn.org). The bond must accompany the application when submitted to the office of the County Clerk, who will accept the required fees and administer the oath of office. You are not authorized to act as a notary public until you have received your commission from the Governor, filed your bond, and taken the oath of office. If you move your residence or your principal place of business out of this county, you are required by law to notify the County Clerk of this county of your change of address.

**ANSWER EVERY QUESTION. PLEASE PRINT OR TYPE.**

Date of Application: \_\_\_\_\_

Name (as it will appear on your notary commission):

\_\_\_\_\_  
First Middle Last

Residence Address: \_\_\_\_\_

\_\_\_\_\_  
City State ZIP

Name of Employer: \_\_\_\_\_

Principal Business Address: \_\_\_\_\_

\_\_\_\_\_  
City State ZIP

Telephone: (home) \_\_\_\_\_ (business) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Applicant must be 18 years old at the date of election)

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

For RENEWAL applications, give the expiration date of your current commission: \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**Yes / No**

- 1. Have you ever been convicted of offering or giving a bribe, larceny, or any other offense declared infamous by law? \_\_\_\_\_
- 2. If the answer to question 1 was YES, has your citizenship been restored? \_\_\_\_\_
- 3. Is there an unpaid judgment against you for money received in an official capacity and due to the United States, to Tennessee or any Tennessee county, or are you a defaulter to the treasury? \_\_\_\_\_
- 4. Are you a soldier, seaman, marine, or airman in the regular Army, Navy, or Air Force of the United States, a member of the United States Congress, or a person holding any office of profit or trust under any foreign power, other state or the United States? \_\_\_\_\_
- 5. Have you ever been removed from office as a notary public for official misconduct? \_\_\_\_\_
- 6. Have you ever had a notarial commission revoked or suspended by this or any other state? \_\_\_\_\_
- 7. Have you ever been found by a court of this state or any other state to have engaged in the unauthorized practice of law? \_\_\_\_\_
- 8. Is there any other reason that you are legally disqualified from holding the office of a notary public? \_\_\_\_\_
- 9. Are you a United States citizen or Legal permanent resident? \_\_\_\_\_

**BY SIGNING BELOW, I SWEAR OR AFFIRM UNDER PENALTIES OF PERJURY THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT AND ALSO THAT I WILL READ AND BECOME FAMILIAR WITH NOTARY HANDBOOK LOCATED AT <https://mcgtn.org/clerk/notary-public>.**

\_\_\_\_\_  
Signature of Applicant

**State of Tennessee  
County of Montgomery**

Personally appeared before me, \_\_\_\_\_, with whom I am personally acquainted, and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand, at office, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public or County Clerk

(seal)

My commission expires: \_\_\_\_\_

RECOMMENDED BY:

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COMMISSIONER

I have checked the records in my office for the above named applicant, and, as a result thereof, to the best of my knowledge, information and belief, [he] / [she] has no record of any felony conviction.

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Robert J Nash  
District Attorney General  
19<sup>th</sup> Judicial District