



**San Bernardino  
Recorder-County Clerk**  
222 W. Hospitality Lane, 1st  
Floor San Bernardino, CA  
92415-0022 Phone:  
(909)387-8306  
Website: [arc.sbcounty.gov](http://arc.sbcounty.gov)

## REGISTERING AS A NOTARY PUBLIC

Individuals seeking appointment as a California Notary Public must apply through the California Secretary of State. For qualification requirements, contact the Secretary of State's Notary Public Section at (916) 653-3595 or visit <https://www.sos.ca.gov/notary/qualifications/>

### Mandatory Filing Requirements

State law requires that, within 30 calendar days from the beginning of the commission term, every newly appointed notary public must file an **Oath of Office** and an **Official Bond** in the amount of \$15,000. These documents must be filed with the County Clerk of the county where the notary's principal place of business is located, as listed on the application submitted to the Secretary of State.

- The commission does not become effective until both the oath and bond are filed.
- **No extensions or exceptions to the 30-day filing requirement are permitted.**

#### **Filing Your Notary Oath and Bond**

Applicants may file their oath of office and official bond either in person (**by appointment only**) or by certified mail. All filings must be completed within 30 calendar days from the commission start date.

#### **\* Required Documents for Filing in Person or Mail:**

1. Notary Commission Certificate issued by the Secretary of State
2. Two (2) Oaths of Office issued by the Secretary of State
  - a. Unsigned for in-person filing
  - b. Signed and subscribed before a notary for certified-mail filing
3. Original \$15,000 Notary Bond showing a four-year term
4. Valid Government-Issued Photo Identification
5. Copy of Bond for conformed copy (optional)
6. Applicable Filing and Recording Fees
7. Daytime Phone Number including area code

**Filing by Certified Mail:** Applicants may file by certified mail only if the oath of office is taken and subscribed before another notary public located in the same county where filing will occur. In addition to the required documents (1-7) listed above, include:

8. Document cover sheet
  - a. completed with the return mailing address and document title:  
"Notary Public Bond"
9. Self-addressed, stamped envelope (for return of conformed copies-optional)
10. Check, postal or bank money order, or cashier's check made payable to **San Bernardino County**

**\* Name Consistency Requirement:** For your notary filing to be accepted, the exact same legal name must appear on all required documents. This means the spelling, order of names, middle name or initial, suffixes (such as Jr., Sr., II), and spacing must be identical across:

1. Notary Commission
2. Oath of Office
3. Official Bond
4. Government Issued Identification

**Note:** Even minor differences, such as using a middle initial on one document but a full middle name on another are considered mismatches.

**\* Filing in Another County**

If your commission designates a county other than San Bernardino, you must contact that county's clerk for their specific filing, recording, and fee requirements.

**Notary Signature Authentication**

To authenticate a San Bernardino County notary's signature, you may visit our office in person or submit your document(s) by mail.

**\*Note:** Our staff does not have a notary public to acknowledge documents, nor do we authenticate signatures from notaries commissioned in other counties.

**Contact Information**

**San Bernardino Recorder–County Clerk**

**Attn: County Clerk Division**

222 W. Hospitality Lane, 1st Floor

San Bernardino, CA 92415-0022

Website: [arc.sbcounty.gov](http://arc.sbcounty.gov)

**Call Center Hours:** Monday–Friday, 8:00 a.m.–4:30 p.m. (excluding holidays)

**San Bernardino Office:** (909) 387-8306

**Hesperia Office:** (760) 995-8065

**Payment Options:** Payments may be made by cash (in-person), check, postal or bank money order, or cashier's check, all made payable to San Bernardino County. Card payments are subject to 3.5% surcharge. Mail the completed form and payment to: San Bernardino Recorder-County Clerk, 222 W. Hospitality Lane, 1st Floor, San Bernardino, CA 92415

**Fees**

<b>\$90.00</b>	Filing fee for oath
<b>\$55.00</b>	Filing fee for bond
<b>\$25.00</b>	Notary signature authentication *
<b>\$17.00</b>	Recording fee for bond (includes coversheet)
<b>\$8.00</b>	Conformed copy of bond (per labeled page; optional; please include a self-addressed, stamped envelope)
<b>\$3.00</b>	Additional charges (per page for bond documents exceeding one page)