



REGISTERING AS A NOTARY PUBLIC

If you would like to become a notary public, please contact the Secretary of State, Notary Information at (916) 653-3595 or <https://www.sos.ca.gov/notary/qualifications/>

No later than 30 days after the beginning of the term prescribed in the commission, every person appointed a notary public shall file an official bond and an oath of office in the office of the county clerk of the county within which the person maintains a principal place of business as shown in the application submitted to the Secretary of State, and the commission shall not take effect unless this is done within the 30-day period. A person appointed to be a notary public shall take and subscribe the oath of office either in the office of that county clerk (**in person**) or before another notary public (**by certified mail**) in that county. ***Exceptions are not made to the 30-day filing requirement.***

If your commission indicates a county other than San Bernardino, please contact that county for further information regarding their filing, recording and fee requirements.

NOTE: Name appearing on commission, oaths, bond and identification must be exactly the same.

Options available to file your Notary Oath and Bond:

In-Person:

***By appointment only**

You may file in-person at our San Bernardino or Hesperia office locations. Please call the office you wish to visit directly to schedule your appointment.

- **Hall of Records San Bernardino Office: (909)387-8306**
- **High Desert Government Center Hesperia Office: (760) 995-8065**

Applicant will need to bring in the following:

1. Notary commission certificate issued from the Secretary of State
2. Two (2) original unsigned oaths issued by the Secretary of State
3. Original bond in the amount of \$15,000 indicating the term of four (4) years
4. Valid photo identification
5. Photocopy of bond for confirmation of filing (optional)
6. Correct filing and recording fees (see next page)

Certified Mail:

The oath and bond may be filed with the county clerk if the oath of office is taken and subscribed before another notary public.

Applicant will need to mail to the county clerk the following:

1. Copy of notary commission certificate issued from the California Secretary of State
2. Two (2) completed oaths of office, signed and subscribed before another notary public located in the same county where the filing is to take place
3. Original bond in the amount of \$15,000 indicating the same dates referenced on the oaths of office for a term of four (4) years and signed by notary (principal)
4. Copy of bond to be conformed (optional) and a self-addressed, stamped envelope
5. [Document Cover Sheet](#) to be added to the bond for recording and is to be completed with the return mailing address and document title of "Notary Public Bond"
6. Applicable Fees, payable with a preprinted check or money order
7. Please include a daytime phone number including area code
8. Send to: San Bernardino County Clerk 222 W. Hospitality Lane San Bernardino, CA 92415

NOTARY AUTHENTICATION

To have a San Bernardino County notary's signature authenticated you may come into our office in person or mail the document(s). The authentication of each signature is \$20.00.

CONTACT INFORMATION

San Bernardino County Recorder-Clerk
Attn: County Clerk Division
222 W. Hospitality Lane, 1st Floor
San Bernardino CA 92415-0022

Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m. (excluding holidays)
Main Phone Number: (855) 732-2575
San Bernardino Office: (909) 387-8306
Hesperia Office: (760) 995-8065

FEES

\$55.00 Filing fee for oath

\$35.00 Filing fee for bond

\$17.00 Recording fee for bond and includes a coversheet.

Note: If bond is more than one page, there is an additional fee of \$3.00 per page after the first page.

Optional: If a conformed copy of the bond is requested, enclose an additional \$6.00 per labeled page and a self-addressed stamped envelope.

NOTE: There is no notary public on staff to notarize any documents nor do we authenticate a notary's signature from another county.