



Finance Department

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Four Year Notary Public Commission Process

The Wisconsin Notary Bond (renewal and new applicants) process for city employees has changed. The City's insurance agent will work with Risk Management on the notary bond process.

- Step 1: If you have not already ordered your notary stamp, do that first as it can take 2-3 weeks to obtain. For information on where/how to obtain it, contact Mary Lloyd, mlloyd@cityofmadison.com, 266-4671.
- Step 2: Email or Inter-D a completed Notary Bond Application that is found on EmployeeNet, www.cityofmadison.com/employeenet/forms, to Eric Veum, eveum@cityofmadison.com or Mary Lloyd, mlloyd@cityofmadison.com. Bond cost is \$20, which will be billed to the account noted on the Notary Bond Application. Please list org code only. The object code will be 54810 in all cases. Once the bond is received, we will Inter-D the bond back to you for your signature.
- Step 3: Successfully complete the State of Wisconsin Notary Public Tutorial exam, <https://www.wdfi.org/apps/NotaryTutorialExam/TableOfContents.aspx>.
- Step 4: Visit the Wisconsin Department of Financial Institutions website to complete your online renewal, <https://www.wdfi.org/apps/notary>. You can pay for the renewal online with a P-Card. Once you complete the forms, please print them.
- Step 5: Mail your renewal forms, exam and bond to:
Wisconsin Department of Financial Institutions
Attn: Notary Records
P.O. Box 7847
Madison, WI 53707

Please **do not** send all your forms to Risk Management. All we need is the Notary Bond application. All we are doing for you is obtaining your bond.