



# C o b b s , A l l e n & H a l l

*Solutions For Progress*

## LETTER OF INSTRUCTION

Re: Notary Bond Execution

**Click** on the **Notary Bond Application** and **Official Bond Form** on our website. The Notary Bond Form and Application must be completed in full, and the Bond Form signed in the two indicated places. The signature for your 'oath of office' must be notarized and returned with the application. If the signature is not notarized, the form will be returned and will cause a delay in receiving your commission certificate.

The four year bond premium is \$50.00 and the amount of the court fee will be determined by the county you live in and registered to vote in. The Court Fees should be paid directly to the court by the applicant. **Click** on the **Notary Fee and Addresses by Counties** for this information. If you do not see your county listed, you can usually find this information on the internet or call the **Probate Court** office in your county.

Upon receipt of the certificate from the courts, please send a copy for our files at the address below. Should you have any questions, please feel free to contact us.

COBBS, ALLEN & HALL, INCORPORATED

Attention: Bond Department  
115 Office Park Drive, Suite 200  
Birmingham, Alabama 35223

