

HAWKINS COUNTY CLERK

Nancy A. Davis

Rogersville Office

Courthouse Annex
110 E. Main St. Room 204
Rogersville, TN 37857
Phone: 423-272-7002
Fax: 423-272-5801



nancy.davis@tn.gov

Church Hill Office

City County Bldg.
300 Main Street
P.O. Box 848
Church Hill, TN 37642
Phone: 423-357-3361

To Whom It May Concern:

By action of the Board of Commissioners, all applications for Notary Public at Large must be completed by the applicant. This is required for both new and renewal applications. Your application and fees must be received in the County Clerk's Office by (2nd) Monday of each month at 4:00 p.m., two weeks prior to the monthly commission meeting which is the (4th) Monday of each month. With some months having holidays, the applications may be due by the 1st Monday of the month if the Commission meeting is scheduled a week earlier.

Please complete and submit the following to the County Clerk's Office:

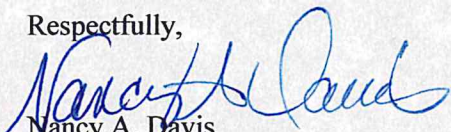
- Application for New/Renewal Notary at Large
- Check or money order in the amount of \$14.00 payable to the Hawkins County Clerk
Online application fees (2% + .25 cents) will apply

Upon approval by the Hawkins County Commission and the Secretary of State, your commission will be issued to our office. Our office will notify you of the commission expiration date. After notification, you will need to get a Notary At Large Bond in the sum of \$10,000 to bring to our office and receive your commission. You will be responsible for purchasing your own seal.

Pursuant to Tennessee Code Annotated, Section 8-16-109, if a Tennessee Notary Public at Large moves his or her residence or principal place of business out of the county from which the notary was elected and commissioned to another county in Tennessee, the notary is required to notify the County Clerk of the county from which the notary was elected and commissioned.

If you have questions or if this office may be of assistance to you, please feel free to contact us.

Respectfully,


Nancy A. Davis
Hawkins County Clerk

PLEASE ANSWER EVERY QUESTION. PLEASE PRINT OR TYPE.

PLEASE ANSWER THE FOLLOWING QUESTIONS YES OR NO

1. Have you ever been convicted of offering or giving a bribe, larceny, or any other offense declared infamous by law? YES _____ NO _____
2. If the answer to question #1 was YES, has your citizenship been restored? YES _____ NO _____
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? YES _____ NO _____
4. Are you a soldier, seaman, marine, or airman in the regular Army, Navy, Marines 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? YES _____ NO _____
5. Have you ever been removed from office as a notary public for official misconduct? YES _____ NO _____
6. Have you ever had a notarial commission revoked or suspended by this or any other state? YES _____ NO _____
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? YES _____ NO _____
8. Is there any other reason that you are legally disqualified from holding the office of a notary public YES _____ NO _____
9. Are you a United States citizen or Legal Permanent Resident? YES _____ NO _____

I DO SWEAR OR AFFIRM UNDER PENALTIES OF PERJURY THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT.

Signature of Applicant

State of Tennessee

County of _____

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 this _____ **day of** _____, 20_____.

Notary Public

My Commission Expires: _____