**Section 176.11 Record Contents, Request Procedures, and Fees**

a) The Secretary maintains Illinois Notary Public appointment records in its computer database. The computer records contain the notary's name, address, city, state, zip code, county, commission number, and the date the commission took effect.

b) All requests for this information shall be in writing, signed before a notary by the person requesting the information. The request shall include the person's address, the purpose of the request, the specific information requested, the name and address of any organization represented by the requestor, and the position of the requestor in the organization. Approved requests shall be formalized in a written agreement.

c) All requests shall be accompanied by the appropriate fee and sent to the following address: Office of the Secretary of State, Index Department, 111 E. Monroe Street, Springfield, Illinois 62756.

d) A list of all current notaries or all notaries in a particular county will be furnished for a fee of $3,600. Weekly update lists will be furnished for $1,000 per year paid in advance. The fee for a list of notaries commissioned during a specific calendar year is $900 and the fee for a list of notaries commissioned during a specific month of a specific year is $75.

e) State, federal, and local law enforcement agencies will receive information at no charge if the information is needed for an official investigation. All other governmental agencies, including county clerks, will receive a list of all current notaries for a fee of $500 if requested for governmental purposes; weekly updates will be furnished for $1,000 per year paid in advance. A list of all notaries in one particular county will be furnished for a fee of $200 and weekly updates will be furnished for $500 per year paid in advance.

f) The fees shall be paid by cashier's check, money order, certified check, or a check drawn on the account of the business or government agency making the request. Once the information is made available to the requestor, then no refunds will be made.

g) Record layouts and field definitions will be supplied by the Secretary with the information.

(Source: Amended at 45 Ill. Reg. 6274, effective April 28, 2021)