

LOYALTY OATH FILING – instructions (51 O.S. §36.3)

WHERE TO FILE:

- Every **State officer** shall be filed with the Secretary of State:
*Secretary of State, Executive Legislative Division,
2300 N. Lincoln Blvd, Rm 101, Oklahoma City, OK 73105*
- Every **state employee** shall be filed with the personnel officer of the state entity employing the state employee.
- All **other officers** shall be filed with the office of the county clerk of the county of official residence of the officer.
- All **other employees** shall be filed with the office of the county clerk of the county in which the entity employing the employee is located.
- Every **notary public** shall be filed with the office of the Secretary of State.
- All **municipal officers or employees or school district officers or employees** shall be filed in the office of the municipal clerk of the municipality or in the office of the school clerk of the school district for which the officer or employee serves or by which the officer or employee is employed.

TO ENSURE PROPER FILING:

Submit only the original oath with original signatures. Photo copies are not accepted. Type or print clearly in black ink:

1. List the name and address of the employing entity/board/commission.
2. Print the full and correct name of the person taking the oath
3. Name of the office, or if an employee, insert “an employee of _____” followed by the complete designation of the employing officer, agency, authority, commission, department or institution.

Person taking the oath is the “Affiant”.

ATTESTATION OF LOYALTY OATH:

The Loyalty Oath must be signed and dated by a notary public or other officer authorized to administer oaths or affirmations (indicate title and rank, if other than a notary public) and include the identification of the jurisdiction in which the act is performed. The notary shall include the name of the individual making the statement (or taking the oath), the notary seal, commission expiration date and commission number.

*Please retain a copy for your records before submitting the oath for filing with the Secretary of State. **For additional information, please call 522-4565.**

Name of State Agency, Authority, Commission, Department or Institution

Address, City and Zip Code Agency, Authority, Commission, Department or Institution

Print Name of State officer or Employee (Affiant)

LOYALTY OATH
(51 O.S., 36.2A)

I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am

(Here put **name of office**, or, if an employee, insert "An Employee of ____ " followed by the **complete designation** of the employing officer, agency, authority, commission, department or institution.)

Signature of Affiant

State of _____

County of _____

Signed and sworn to (or affirmed) before me on this _____ day of

_____, _____ by _____.

Print name of person taking the oath

Signature of Notary Public, or other officer
authorized to administer oaths or affirmations.

(Seal, if any)

Title and Rank (if other than a Notary Public)

My Commission Expires: _____

Commission Number: _____