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Finest Quality, Fastest Service, At The Lowest Possible Cost!

IMPORTANT

Thank you for choosing LMI Notary Service to assist with your Notary appointment. It is our mission to provide you with the best service and quality products that you will need to have while commissioned as a Notary Public.

Below is a checklist for you to follow to complete your process:

- ☐ **1.** Download your Notary bond from www.BeANotary.com
- ☐ **2.** Have your signature notarized on your Notary Bond and place an impression of current stamp impression on application (if not ordering new stamp from LMI Notary).
- ☐ **3.** At this time, we will create your Notary Seal and ship the new stamp to you if one is purchased through our office. Once received, stamp an impression of your new stamp onto the State application.
- ☐ **4.** File your **original** bond, **original** State application, and your \$25.00 licensing fee (payable to "Secretary of State") with the Secretary of State **within 60 days** of your expiration date. The State of Kansas will not accept paperwork earlier than that timeline. The mailing address is:
Kris W. Kobach, Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Ave
Topeka, KS 66612-1226
- ☐ **5.** You will receive your new commission from the Secretary of State the ***week prior to your current expiration date.***

Call with any questions you may have during this process!