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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 & quality products that are needed 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](http://www.BeANotary.com)
- ☐ 2. Sign and date your Notary Bond.
- ☐ 3. Per NRS 240.018, a **MANDATORY 3 hour Notary Public Education Class must be completed by ALL applicants (new, renewing, or expired notary)**
  - Please go online to <http://nvsos.gov/SOSNotaryApp/AnonymousAccess/schedulelist.aspx> create an account, and register for a class near you.
  - Mandatory class cost is \$45, payable online to the Nevada Secretary of State
  - Upon completion of the class you will receive a Training Certificate
- ☐ 4. Take your Notary Bond to the county clerk where you reside and have it administered, filed, and recorded. The county clerk will return the "Filing Notice" to you.
- ☐ 5. You will need to complete the *State Application*, which is attached (Pages 2-3). The State application can also be found here: <http://nvsos.gov/sos/home/showdocument?id=521>
- ☐ 6. You will send your completed **State Application**, your **Training Certificate from the mandatory Education Class**, a **check for \$35.00 (made payable to Secretary of State)**, and your **"Filing Notice"**, to the Secretary of State. Their address is:  
SECRETARY OF STATE/NOTARY DIVISION  
101 N. CARSON ST, SUITE 3  
CARSON CITY, NV 89701

**FINAL STEP:**

- ☐ 7. Email, upload, or fax a copy of your new notary license to our office as we do not receive a copy of your license from the DOL. We cannot legally create your new notary supplies without a copy of your new license.
- ☐ 8. Approximately 5 business days later, your new notary supplies will arrive to the 'ship to' address you have provided. That's everything!

*Call with any questions you may have during this process!*



**BARBARA K. CEGAVSKE**  
Secretary of State  
101 North Carson Street, Suite 3  
Carson City, Nevada 89701-3714  
(775) 684-5708  
Website: [www.nvsos.gov](http://www.nvsos.gov)

## 5 Steps to Becoming a Nevada Notary

(please read carefully)

1. **Complete a notary application** for a new or renewal appointment
2. **Complete the notary online training course**
3. **Obtain surety bond and file surety bond**
4. **Submit ALL necessary documents & fee** to the Secretary of State's Notary Division (see step 4)
5. **Obtain a notarial stamp and journal**

### STEP 1 - Notary Application

1. **You must sign exactly as you want your name to appear on your appointment.** You must use your full legal last name. APPLICATIONS WILL NOT BE PROCESSED WITHOUT ORIGINAL SIGNATURE.
2. If you are applying or renewing as a "Non-Resident Notary," you must complete and submit the "affidavits" with this application. Download the Affidavits <http://nvsos.gov/sos/Home/ShowDocument?id=519>
3. If you are not a U.S. citizen you must compete and submit the Document Verification Request Form. Download the form at <http://www.uscis.gov/files/form/g-845.pdf>.
4. If you are renewing your notary appointment, please provide your notary commission # and the expiration date of your current appointment. Both of these can be found on your stamp.

### STEP 2 - Complete Notary Online Training Course

1. A new notary applicant and all renewing notaries must attend and successfully complete an online course of study provided pursuant to NRS 240.018.
2. The Nevada Secretary of State's office is the official provider of the online notary training classes. Class schedules may be found on the following website: <http://www.nvsos.gov/NotaryTraining/Schedule/ScheduleList.aspx>. After completion of this class, a Training Certificate will be issued. This Training Certificate must be attached to the Notary Application..

### STEP 3 - Obtain Surety Bond and File Surety Bond

1. Notary applicants must provide a filing notice to the State of Nevada in the sum of \$10,000 as required by Nevada law. The bond may be obtained from any insurance agency offering surety services or a surety bond agent of your choice. You specify to the Insurance Company the bond effective date you want.
2. Once the bond is obtained you must take an oath. The oath can either be administered by the county clerk or another notary.
3. The surety bond is filed with the county clerk in the county you reside. If you are applying as a Non-Resident notary that is the county you are employed. Contact your County Clerk for the current fee to file the bond.
4. The county clerk shall immediately certify that the bond and oath have been filed and recorded. The county clerk will return the "Filing Notice" to the notary applicant. THIS FILING NOTICE MUST BE ATTACHED TO YOUR NOTARY APPLICATION.

### STEP 4 - Submit Completed Application, Required Documents & Application Fee

1. Mail all required documents and application fee to: **SECRETARY OF STATE BARBARA K. CEGAVSKE  
NOTARY DIVISION  
101 N. CARSON STREET, SUITE 3  
CARSON CITY, NV 89701-3714**

Please check that you are sending an ONLINE ORIGINAL signed Application, plus any other supporting document/forms as listed in Section 1 of these instructions, i.e., Filing Notice, Training Class Certificate, and a \$35 application fee.

2. \$35 Non-refundable application fee may be paid via check or money order (make payable to the Nevada Secretary of State), or via credit card. If paying by credit card, please complete the credit card checklist and submit with your application. The credit card checklist may be found at the following website: <http://nvsos.gov/sos/Home/ShowDocument?id=518>.
3. For processing times refer to the Secretary of State's website. Your Notary Certificate of Appointment will be sent to you via regular U.S. mail.

### STEP 5 - To Complete Commission Obtain Notarial Stamp & Journal

1. Once you receive your Certificate of Appointment you may purchase a notarial stamp from a rubber stamp vendor. Your Certificate of Appointment or a certified copy of certificate is necessary to purchase a notarial stamp.
2. You will also need to purchase a notary journal required pursuant to NRS 240.120 from an office supply store.

#### **PERSONS INELIGIBLE TO BECOME A NEVADA NOTARY PUBLIC PURSUANT TO NRS CHAPTER 240:**

- Individuals under 18 years of age.
- Non-Nevada residents who are not employed at a place of business within the state.
- A convicted felon whose civil rights have NOT been restored.
- Persons holding office under the U.S. Government. This prohibition does not apply to employees of the U.S. Government.



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Secretary of State  
101 North Carson Street, Suite 3  
Carson City, Nevada 89701-3714  
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## Application for Appointment as a Notary Public

- ☐ Resident  
☐ Non-Resident  
☐ Renewal

ABOVE SPACE IS FOR OFFICE USE ONLY

Signature Instructions: . Include your full last name and your original signature. **Use this signature on all notarial acts.**

*I enclose the payment in the amount of \$35.00 payable to the Secretary of State. I understand this fee is a non-refundable processing fee. I declare under penalty of perjury that information provided on this form is true and correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.*



Applicant Signature

Print your name exactly as you want your name to appear on the appointment

### PERSONAL INFORMATION

1. Legal Name of Applicant:

First	Middle	Last	Suffix
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2. Mailing Address in Nevada\*: If P.O. Box, section 3 **MUST** be completed

Street Address or P.O. Box	City	Nevada	Zip Code
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\*NOTE: If mailing address is the employer address, section 10 **MUST** be completed.

3. Residence Address:

Street Address	City	State	Zip Code
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4. Daytime Telephone: (Include Area Code)

☐

Work

☐

Home

☐

Cell

5. Date of Birth:

(mm/dd/yyyy)

6. Mother's Maiden Name:

7. Email Address:

8. Non-Resident State: (if applicable)

### GENERAL INFORMATION

9. Is this a requirement of your employment?

Yes - provide employer information in section 10.

☐ Yes

☐ No

10. Employer Name:

(Include Telephone: Area Code)




Nevada

Street Address or P.O. Box

City

Zip Code

11. County where Bond is filed pursuant to NRS 240.030(1)d:

The above county is:

☐

a) County of residence

☐

b) County of employment of non-resident\*

\*Non-resident applicants must submit appropriate affidavits with this form

### QUALIFYING QUESTIONS

12. Are you a United States Citizen?

Yes - go to question 14

No - **MUST** complete question 13

☐ Yes

☐ No

13. If not a U.S. Citizen, are you lawfully admitted for permanent residence?

**Yes** - complete document verification request and submit with application

Alien Registration Number:

☐ Yes

☐ No

14. Have you ever had an appointment as a notary public revoked or suspended in this state or any other state or territory of the U.S.?

☐ Yes

☐ No

15. Have you ever been convicted of a crime of moral turpitude?

Yes - documentation proving that your civil rights have been restored **MUST** be attached or your application will be rejected

☐ Yes

☐ No

16. Have you ever been a Nevada Notary?

Yes - complete a) and b)

☐ Yes

☐ No

a) Notary Number:

b) Expiration Date:

17. Have you enrolled in and successfully completed the MANDATORY Notary Training online course of study pursuant to NRS 240.018?

Yes - complete a), b) and **attach evidence of class attendance**

☐ Yes

☐ No

a) Class Date:

(mm/dd/yyyy)

b) Class Time: