

Application for Appointment as a Notary Public

STATE OF NEVADA



PLEASE COMPLETE THE FOLLOWING:

1. READ THIS STATEMENT PRIOR TO SIGNING:

"I hereby certify that the statements below are true and correct to the best of my knowledge. I enclose a check or money order in the amount of \$35.00 payable to the Secretary of State. I understand this fee is a non-refundable processing fee."

2. APPLICANT'S SIGNATURE: (Sign exactly as you want your name to appear on the appointment. Include your full last name and your original signature. Use this signature on all notarial acts.)

Signature

Print your name EXACTLY as your signature appears above

3. CHECK Notary Public Notary Public with Limited Powers CCR#
 Non-Resident Notary Public Non-Resident Notary Public with Limited Powers CCR#

4. FULL NAME (no initials):
First Name Middle Name Last Name

5. MAILING ADDRESS:
Street or P.O. Box City State Zip code

6. DAYTIME TELEPHONE NUMBER: COUNTY OF EMPLOYMENT:

7. COUNTY OF RESIDENCE:

8. ARE YOU A RESIDENT OF NEVADA? yes no (If "yes , how long?)

9. ARE YOU 18 YEARS OF AGE OR OLDER? yes no

10. ARE YOU A UNITED STATES CITIZEN? yes no

11. IF NOT A U. S. CITIZEN, ARE YOU LAWFULLY ADMITTED FOR PERMANENT RESIDENCE? yes no

REGISTRATION NO.

12. HAVE YOU EVER BEEN CONVICTED OF A FELONY? yes no (NOTE: if you answer "yes" to this question you **MUST** attach documentation proving that your civil rights have been restored. Without this documentation, your application will be rejected.)

13. HAVE YOU EVER BEEN A NEVADA NOTARY yes no IF "YES," WHAT WAS YOUR EXPIRATION DATE?

14. DO YOU CURRENTLY HOLD AN OFFICE UNDER THE U. S. GOVERNMENT? YES NO

15. PLEASE PROVIDE THE NUMBER FROM YOUR PREVIOUS APPOINTMENT (IF APPLICABLE).

16. MOTHERS MAIDEN NAME

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Please read carefully before signing.
2. Sign exactly as you want your name to appear on your appointment. You must use your full last name.
3. Check applicable category. Only Certified Court Reporters can apply for a Notary Public with Limited Powers. Court Reporters must provide a copy of their Court Reporters license.
If you are applying as a "Non-Resident Notary" or a "Non-Resident Notary with Limited Powers," you will need to request the "Affidavit" forms from the Secretary of State's office.
- 4-10. All questions must be answered.
11. You must complete this question if you are not a U.S. citizen and you will automatically receive an immigration form from the Secretary of State's office.
12. A convicted felon whose civil rights have NOT been restored is not eligible to become a Notary Public.
13. If you are renewing a current Notary appointment, giving the expiration date will assist in the processing of your application. There is NO grace period past the expiration date.
14. Persons holding office under the U. S. Government are prohibited from being appointed as a notary. This prohibition does not apply to employees of the U. S. Government.
15. New and renewing notaries are issued a number by the Secretary of State. If you know this number, providing it here will facilitate the appointment process. Leave this question blank if you do not know the number.
16. Please provide your mother's maiden name. This information will assist in processing your application.

Procedure Upon Completion of Application:

1. Notaries enter into a surety bond to the State of Nevada in the sum of \$10,000.00 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. (Check the yellow pages of the telephone directory under "Bonds, Surety.") The effective date of the appointment will be the exact effective date appearing on your bond. THE INSURANCE COMPANY GIVES YOU THE DATE YOU REQUEST. All Notaries Public must take an oath. Either the county clerk or another notary public may administer the oath as set forth in the Nevada Constitution.
2. Notary applicant goes to the county clerk of the county in which he or she resides to file the bond. The oath and the surety bond are filed and recorded with the county clerk. Non-Resident Notary Public with Limited Powers and Non Resident Notaries file the oath and bond with the county clerk in the county in which he or she is employed. Notary Public with Limited Powers files an oath with the county clerk of the county in which he or she resides. There is a fee to file your bond. Contact your County Clerk for current fee.
3. 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 applicant.
4. The application, a check in the amount of \$35.00, and the "Filing Notice" are ALL mailed directly to the Secretary of State by the applicant.
5. Secretary of State issues a certificate of appointment as a Notary Public and mails it to the applicant's mailing address.
6. Applicant purchases a notarial stamp from a rubber stamp vendor. Your certificate of appointment or a certified copy is necessary to purchase a notarial stamp. (Check the yellow pages of the telephone directory under "Rubber Stamps.")

SEND THE APPLICATION, FILING NOTICE AND \$35.00 CHECK TO:

Secretary of State, 101 North Carson Street - Suite #3, Carson City, Nevada 89701-3714

Tel: (775) 684-5708