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Form
NO

KANSAS SECRETARY OF STATE
**Notary Public
Appointment Form**
Instructions

The following form **must be complete** and accompanied by the **correct filing fee** or the document will **not** be accepted for filing.

IMPORTANT:

- This appointment form must be submitted by mail with the filing fee.
- If renewing your notary appointment, please do not submit this form more than 90 days prior to your commission expiration date.
- **You are not a notary until your online notary status is active. ([Search Here](#))**
- To register to perform in-person electronic notarizations (IPEN) or remote online notarizations (RON), submit the **Form NC** after the appointment form has been approved and filed.

General Information (required before submitting)

• Filing fee	Submit this form with the \$25 filing fee for the notary appointment form.
• Payment	The appointment form must be submitted with either check or money order and must be made payable to the Kansas Secretary of State. Please do not send cash. The option to pay by credit card is available to (online submissions) only.

Section A. Personal Information (required before submitting)

• Expiration date	If the applicant is currently, or has previously been a Kansas notary, enter the most recent expiration date and commission number. Online search is available here .
• Applicant name	The name in item 1 must match exactly the name printed on the notary stamp in item 5. (Prefixes or titles (Doctor, Father, Mrs.) are not allowed). To use initials for the first name, you must submit a photo copy of a government-issued ID that shows an initial as a first name. It is recommended that the name on the application be listed as it is listed on the applicant's state-issued driver's license or identification card. Suffixes that show a professional certification are not allowed (e.g., CPA, Esq., JD).
• Mailing address	Provide a mailing address that is located either in Kansas or a bordering state where the notary receives mail.
• Phone number	Enter the applicant's primary and secondary (if any) telephone number.
• Official stamp	Affix an impression of the notary stamp that the applicant will use to notarize paper documents during the commission for which the applicant is applying. If the applicant chooses to use more than one stamp, an impression of each must appear in the space provided or on an attached page. The applicant may either use a "seal press" (impression seal) with the impression inked or used with foil seals , or a rubber stamp to be used with permanent ink. The tangible stamp must include: <ul style="list-style-type: none"> • The applicant's name that identically matches the name on the notary application in Item 1. • The words "Notary Public" and "State of Kansas". • It may include the following phrase or a phrase that is substantially similar: My Commission Expires (date). Do not include the county within the stamp. Although you must obtain your stamp before completing the appointment process, you will not be authorized to notarize documents until your online notary status is active (Search Here). The name on the stamp must match identically, including punctuation, the name entered on the appointment form in item 1.
• Notary eligibility	If answering "No" to questions a, b, or c, the applicant is not eligible to be a notary. If answering "Yes" to questions d, e, or f, include court documents for our legal division to review.

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Section B. Oath (required before submitting)

• Oath	The applicant must sign the appointment form after reciting the oath in the presence of a notary public. The affirmation statement in parentheses may be recited instead of the bolded words in the oath.
• Signature	A sample of a wet ink signature is required from the applicant. This includes if the oath is remotely or electronically notarized. Attach a page with a wet ink signature if signing electronically.
• Notarization of applicant's signature	The applicant's signature must be notarized. A notary must complete the notarization below the applicant's signature.

Section C. Notary Surety Bond (required before submitting)

• Surety bond	A notary public is required to be bonded in the sum of \$12,000 for a four (4) year period coinciding with the appointment. The bond must be a commercial surety bond from an insurance company licensed to do business in Kansas. The surety company must complete this section.
• Surety name and address	The surety company enters its name and address.
• Surety signature	The signature is completed by the Attorney-in-Fact from the surety company and includes the date the bond was signed. A surety company must affix a corporate seal or attach its Power of Attorney. No other information is required to be submitted to the Kansas Secretary of State's Office. Do not include error and omissions policy documents.

Additional Information: Please review the [Kansas Notary Public Handbook](#) for more information regarding Kansas notaries.

Please file [Form NC](#) online to:

- Change a name
- Change a stamp or report a stamp lost or stolen
- Change an address
- Change or update surety bond information
- Terminate a notary commission
- Add an IPEN or RON registration to an existing notary commission
- Report a journal lost or stolen

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Notary Public Appointment Form

Form NO

KANSAS SECRETARY OF STATE

Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594

(785) 296-4564
notary@ks.gov
sos.ks.gov

IMPORTANT: This form must be submitted by mail and include the filing fee. If renewing a notary commission, please do not submit the form before 90 days prior to your current commission expiration date. Once you are a Kansas notary and want to add IPEN or RON to your existing notary commission, please complete [Form NC](#).

Expiration date of your most recent Kansas appointment: ([Search Here](#))

Current or most recent commission number: ([Search Here](#))

Month	Day	Year
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(Your current commission expiration date must be used until the date of expiration has passed.)

A. Personal Information

1. Applicant's name (Must match name on the stamp in Item 5.)

Previous name (If your name has changed from the previous appointment.)

First	Middle	Last
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2. Mailing address (Must be an address located either in Kansas or a bordering state)

3. Phone number (Required)

Mailing Address			
City	State	Zip	

Primary
Secondary (Optional)

4. Email (Optional)

5. Affix an impression of applicant's stamp

(Name on stamp must match applicant's name in Item 1. Include all stamps that will be used during this commission. You may include an attached page for additional stamps.)

a. Stamps for tangible (paper) documents. Required before submitting application.

6. Notary Eligibility (This section must be completed.)

a. Are you at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are you a resident of Kansas? Or, are you a resident of a state bordering Kansas with a regular place of employment or practice in Kansas? If you meet either of these requirements, check "Yes."	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are you able to read and write the English language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Have you been convicted of any felony or a crime involving fraud, dishonesty or deceit, including entering into a diversion agreement in lieu of further criminal proceedings for such crime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Have you had a professional license denied, revoked, or suspended, if such denial, revocation, or suspension was for fraud, dishonesty, deceit or any cause substantially relating to the duties or responsibilities of a notary public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Have you had a notary public commission in another state that has been denied, refused for renewal, revoked, suspended, or conditioned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

B. Oath

I do solemnly swear* (I sincerely and truly declare and affirm), under penalty of perjury, that the answers to all questions on this application are true and complete to the best of my knowledge, and that I am qualified to be appointed and commissioned as a Kansas notary public.

* The applicant may say the phrase inside the parentheses instead of the words in bold.

7. Applicant's signature (must be a wet ink signature, or provide a wet ink signature on an attached page if signed electronically)

X

8. To be completed by the notary who witnesses the applicant's signature: (See sample in the [Kansas Notary Public Handbook page 23](#))

a. State of _____

County of _____

**b. Signed and sworn to (or affirmed)
before me on** _____

Date

by _____

Name of person swearing oath (#7)
Name of applicant (#1)

c. Signature of notary _____

(Notary Stamp)

d. My commission expires: _____

Date

C. Notary Surety Bond

 (The surety company must complete this section.)

9. Name and address of surety company

Name		
Street Address		
City	State	Zip

Know All Persons By These Presents: That we, the above-named applicant as principal and as surety company, give bond payable to any individual who may be harmed as a result of a breach of duty by said applicant acting in his/her official capacity as notary public, in the amount of twelve thousand dollars (\$12,000) as assurance for the due discharge of the duties of his/her office of notary public and we do bind ourselves, and each of our heirs, executors and administrators, jointly and severally. Applicant was, on the date of issuance of commission, bonded as a notary public in and for the state of Kansas, to hold office for the term of four years in accordance with the laws of this state. Now, therefore, if said applicant shall faithfully discharge the duties of the office of notary public, as prescribed by law, then this obligation shall be void. Further, we, the surety company, understand that we are required by state law to report to the secretary of state the outcome on any claim filed on this bond.

10. Attorney-in-Fact Signature

X

(Corporate Seal)

Date

Month	Day	Year
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Checklist for Notary Applicants

1. Completed Form NO. Please ensure that:

- all questions are answered
- an image of the notary's stamp(s) is(are) included
- the oath section is properly completed
- the application is signed by the attorney-in-fact of the notary's surety company (Section C)
- the surety bond (Section C) is completed by the surety company

2. Correct notary fee is included.