



**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 a notary education/training course** (if applicable)
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

(all questions must be answered with exception of #3)  
<http://www.nvsos.gov/Modules/ShowDocument.aspx?documentid=521>

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 at <http://www.nvsos.gov/Modules/ShowDocument.aspx?documentid=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 Education/Training Course

1. A new notary applicant, a notary whose commission has been expired for more than 365 days or a renewing notary who has had a violation in the past four years, must attend and successfully complete a course of study provided pursuant to NRS 240.018.
2. The Nevada Secretary of State's office is the official provider of 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 surety bond 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. (Check the yellow pages of the telephone directory under "Bonds, Surety" or do an internet search.) 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. A list of county clerks may be found at the following website: <http://www.nvsos.gov/index.aspx?page=163>.
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 your are sending an ORIGINAL signed Application, plus any other supporting document/forms as listed in Section 1 of these instructions, i.e., Filing Notice, Training Class Certificate (if applicable), 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://www.nvsos.gov/Modules/ShowDocument.aspx?documentid=518>.
3. Processing time is 7-10 business days if application is complete. 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:**

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



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# Application for Appointment as a Notary Public

- Resident  
 Non-Resident  
 Renewal

ABOVE SPACE IS FOR OFFICE USE ONLY

Signature Instructions: 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.

*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.*

**SIGN** **X** \_\_\_\_\_   
 Applicant Signature Print name exactly as signed:

## PERSONAL INFORMATION

1. Legal Name of Applicant:

First Middle Last Suffix

2. Mailing Address in Nevada\*:

Nevada   
 Street Address or P.O. Box City Zip Code

\*NOTE: If mailing address is the employer address, section 10 must be completed.

3. Residence Address:

Street Address City State Zip Code

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:

Telephone:  (Include 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. Do you possess your civil rights?

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)

a) Notary Number:

b) Expiration Date:

Yes  No

17. Have you enrolled in and successfully completed an approved course of study pursuant to NRS 240.018?

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

a) Class Date:

(mm/dd/yyyy)

b) Class Time:

Yes  No