

Nevada Notary "Discount" Association Co.

4255 E. Charleston, Suite D., #198, Las Vegas, NV 89104
NOTARY DIVISION

Call Toll Free 1-800-366-8279
Fax Toll Free 1-800-637-5992

1-800-3-NOTARY

www.NOTARYBONDING.com
E-Mail: info@notarybonding.com

APPLICATION INSTRUCTIONS "A, B, C, D"

A. PLEASE COMPLETE AND SIGN THE REQUIRED APPLICATION FOR APPOINTMENT AS A NOTARY PUBLIC

- Note: Effective October 1, 2007, the state is requiring all new notaries or renewing notaries (if their appointment has expired greater than one year) to take a mandatory, 4 hour notary public education class conducted by the Nevada Secretary of State's Notary Division. Contact the state at 775-684-5708 to schedule the education class or visit our website at www.notarybonding.com and click on the link entitled **State Required Notary Education Class**.
- Education must be completed prior to submitting your application.
- Sign the application exactly as you want your name to appear on your appointment. You must use your full last name. (Use this signature on all notarial acts)
- All questions must be answered. (Use black ink or type.)



B. INDICATE ANY ADDITIONAL NOTARY SUPPLIES FROM THE SUPPLY ORDER FORM OR VISIT OUR ONLINE STORE AT WWW.NOTARYBONDING.COM

- Notaries are required by the State of Nevada to use a journal—Select Item 304-A or 304-B from the supply order form.
- "Optional" Errors and Omissions Insurance is highly recommended as it protects you, the notary. Notary Bonds protect the public, not you.



C. SEND YOUR PAYMENT INFORMATION WITH THE APPLICATION

- Mail your payment and notary application to:
Nevada Notary "Discount" Association Co., P.O. Box 96911, Las Vegas, NV 89104
- We will review your notary application to verify that it is correctly completed.
- We will issue your required \$10,000 Notary Public 4-Year Bond and mail it back to you along with your original application.



D. STATE OF NEVADA NOTARY PUBLIC PROCEDURES

- All Notaries Public must take an oath.
- Take your application and bond to the County Clerk's office of the county in which you reside.
- If you are applying as a non-resident notary, go to the County Clerk's office of the county you are employed.
- There is a fee to file your bond. Contact your County Clerk for the current fee.
- 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 you, the applicant.
- The application, a check in the amount of \$35.00 (payable to Secretary of State) and the "**Filing Notice**" are **ALL** mailed directly to the Secretary of State by you, the applicant.
- The Secretary of State issues a certificate of appointment as a Notary Public and mails it to you.
- When you receive it, please fax it **Toll Free (1-800-637-5992)** to us immediately, so we can have your "Official" Notary Seal manufactured.