

Steps to Obtain a New Notary Commission

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

- 1) **Submit a completed application, U.S. Citizenship Attestation form, Evidence of Employment in Nebraska Form (for non-residents only), \$15,000 Notary Bond if available (issued by any full-service insurance/bonding agency) along with the \$30 fee. Due to a statutory change effective July 1, 2021 tests will no longer be sent prior to an application and fee being received in the Secretary of State's Notary Division. All the forms are available on our website at <https://sos.nebraska.gov/business-services/notary-public> under the New Notary Commissions section.**

Please note, forms will not be reviewed for accuracy until the fee and all required forms are received. Errors or missing information on your forms will delay the process in obtaining a notary commission.

- The \$30.00 application fee needs to be made payable to Nebraska Secretary of State or Notary Division (this fee is a non-refundable application fee that is retained for processing your application, even if your application cannot be approved).
- The notary test will be emailed to the applicant to complete and mail into the office. If you do not have an email, a test will be mailed to the applicant.

- 2) **Complete the test without assistance from others and return the completed test to the Secretary of State's Office. Once the test is scored you will receive your commission certificate if you passed the test and had already submitted your notary bond. If you passed the test but did not include your notary bond with your application, you will be notified to submit your notary bond to receive your notary commission certificate. If you failed the test you will receive a letter informing you that you did not pass and the next steps to take.**

If you fail the required notary test:

- Wait 30 days from the date of the notice
- Submit a new completed Initial Application along with the \$30 application fee (this fee is a non-refundable application fee that is retained for processing your application, even if your application cannot be approved).
- The second notary test will be emailed to the applicant to complete and mail into the office. If you do not have an email, a test will be mailed to the applicant.

- 3) **Once you receive your notary commission certificate via regular U.S. mail. Take your certificate to any office supply store to order your notary ink stamp seal.**

You must use an ink stamp seal engraved with the following:

- State of Nebraska
- General Notary or General Notarial
- Your name as commissioned
- The expiration date of the commission

Purchase of an errors and omissions policy is optional, and you do not have to provide proof of such coverage to our office.

Mailing Address: Notary Division, P.O. Box 95104, Lincoln, NE 68509-5104