

# NEBRASKA SECRETARY OF STATE

## Business Services Division: Notary

1201 N Street, Suite 120, Lincoln, NE 68508

P. O. Box 95104, Lincoln, NE 68509

[www.sos.nebraska.gov](http://www.sos.nebraska.gov)

### NOTARY RENEWAL APPLICATION

\*Please check the website for a current application  
if submitting after 6/26/2020

This application is only accepted within the 30 days immediately preceding your current commission expiration date.

APPLICANT INFORMATION						
<b>Print your legal name as it appears on your driver's license, state identification card, or voter's registration (if no driver's license). We suggest your legal name, signature, and seal all match.</b>						
Last Name		First Name		MI		Date
<b>Home Address - all fields are required</b>						
Street Address				Suite/Unit #		
PO Box (if any)		City		State		Zip Code
E-mail Address				Phone Number		
<b>Business Address</b> (Required for non-resident applicant.)				Check here if you work from home (see instructions)		
Company Name						
Street Address				Suite/Unit #		
PO Box (if any)		City		State		Zip Code
E-mail Address				Work Phone Number		
<b>Return Commission Certificate(s) to:</b>	Home Address	Business Address	Email Address at:			
<i>Non-resident applicants must also submit an Evidence of Employment in Nebraska form.</i>						
<b>NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA (All questions must be answered)</b> <span style="float: right;">*Not Applicable</span>						
1. Have you been convicted of a felony?	YES	NO	4. If you are bilingual, would you allow your name to be placed on a list of bilingual notaries?	*NA	YES	NO
2. Have you been convicted of a crime involving fraud or dishonesty?	YES	NO	4a. List languages in which you are fluent:			
2a. If yes, please detail conviction, the state and the date of the crime. (Attach additional pages if needed.)			5. When does your current commission expire?			
3. Has your name changed since your previous commission?			Affix impression of your seal below:			
YES	NO					
3a. If yes, please list previous name.						
<b>ELECTRONIC NOTARY PUBLIC RENEWAL</b>						
6. If you're an electronic notary in the State of Nebraska do you want to renew the registration?				*NA	YES	NO
7. If you answered yes to #6, which solution provider do you intend to use for electronic notarization?						
<b>ONLINE NOTARY PUBLIC RENEWAL</b>						
9. If you're an online notary in the State of Nebraska do you want to renew the registration?				*NA	YES	NO
10. If you are not an online notary do you wish to apply and have submitted the test and additional fee?					YES	NO
11. If you answered yes to #9, which solution provider do you intent to use for online notarizations?						
<b>NOTARIAL OATH</b>						
<i>Your signature below will be used to verify signature authenticity when performing notarial acts. You must sign consistently.</i>						

I, \_\_\_\_\_, do solemnly (swear), (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, I do solemnly (swear) (affirm) that upon appointment, I will support the Constitution and laws of the United States and the State of Nebraska, and I will faithfully discharge the duties of Notary Public, Electronic Notary Public and/or Online Notary Public in and for the State of Nebraska according to the best of my ability. If applying for an Online Notary Public registration I agree to take the course of instruction within 30 days of being notified it's available in order to maintain my online notary public registration,

X \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# NEBRASKA SECRETARY OF STATE

## Business Services Division: Notary

1201 N Street, Suite 120, Lincoln, NE 68508

P. O. Box 95104, Lincoln, NE 68509

[www.sos.nebraska.gov](http://www.sos.nebraska.gov)

### NOTARY RENEWAL APPLICATION

#### APPLICANT INFORMATION:

\*Please check the website for a current application if submitting after 6/26/2020

**Name:** Enter your legal name for our records. Print name as listed on your state issued driver's license, identification card, or voter registration name (if no driver's license).

**Date:** Enter the date you are completing the application.

**Home Address:** You are required to enter your home street address, a P.O. box alone is not sufficient.

**Business Address:** If you are a non-resident applicant, your business address is required and you must complete this section in its entirety. If you are a Nebraska resident, this section is optional, but if provided, this information may be used to contact you if needed. Your home address and business address can only be the same if you are a Nebraska resident working from home and you check the corresponding box, if not your application may be rejected or returned.

Indicate where you would like your certificate(s) returned by checking the appropriate box. If email is selected, provide the email address where the certificate(s) should be sent.

Please note that email addresses submitted on this application becomes part of the public record.

#### NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA:

All questions in this section must be answered. Read each question carefully and clearly mark the appropriate box or fill in the details to answer questions. Failure to complete all fields may result in your application being rejected or returned.

#### ELECTRONIC NOTARY PUBLIC RENEWAL:

If you've previously been registered as an electronic notary, complete questions 6 and 7 in this section in order to renew your electronic notary registration. Read each question carefully and clearly mark the appropriate box or fill in the details to answer the question. If you are not an electronic notary and would like to register, complete the Electronic Notary Registration available online.

Eligibility to register as an Electronic Notary requires a notary hold a valid commission in the State of Nebraska, satisfy the educational requirement of section 64-305; pay the fee required under section 64-306. If you have not met this eligibility but want to register, please email [sos.enotary@nebraska.gov](mailto:sos.enotary@nebraska.gov) or call (402) 471-4425 for more information.

You are not authorized to perform electronic notarial acts (enotarizations) until all requirements are completed and you have received your Electronic Notary Certificate of Registration.

#### ONLINE NOTARY PUBLIC RENEWAL:

Eligibility to register as an Online Notary requires a notary hold a valid commission in the State of Nebraska, satisfy the educational requirement of section 64-404 within 30 days of being notified by the Secretary of State the course is available; complete the test available online; and submit the test and \$50 fee required under section 64-405 along with this application.

You are not authorized to perform online notarial acts until all requirements are completed and you have received your Online Notary Certificate of Registration.

#### NOTARIAL OATH:

The signature you place on this application is the signature that you must use when notarizing documents. You must sign consistently. Your signature on the application will be used to verify your signature on additional forms in the filing process, if a complaint is ever filed against you, or if a document you notarize must be certified for use in another country. Your commission certificate and seal will be issued to match your signature as signed on this application.

#### REQUIREMENTS:

Applicant must submit the following: Notary Renewal Application, \$15,000 surety bond, U.S. Citizenship Attestation Form, Evidence of Employment in Nebraska Form (Non-residents Only) and the \$30 fee. If the applicant is also renewing their electronic notary registration they must pay the \$100 renewal fee in addition to the \$30 notary renewal fee. If the applicant is also applying for their online notary registration they must submit the completed test and the \$50 fee for online notary in addition to the notary renewal fee and electronic notary registration fee if renewing that as well. All fees must be made to the Nebraska Secretary of State.

If you have any questions when completing the application please check our website at: <https://sos.nebraska.gov/business-services/notary-public>, email [sos.notary@nebraska.gov](mailto:sos.notary@nebraska.gov) or call (402) 471-2558.