

# 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 PUBLIC RENEWAL APPLICATION

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

<b>APPLICANT INFORMATION</b>										
<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</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.) <span style="float: right;">Check here if you work from home (see instructions)</span>										
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.)				Affix impression of your seal below:						
3. Has your name changed since your previous commission?		YES	NO							
3a. If yes, please list previous name.										
<b>ELECTRONIC NOTARY PUBLIC RENEWAL</b>										
5. If you're an electronic notary public in the State of Nebraska do you want to renew the registration?						*NA	YES	NO		
6. If you answered yes to #5, which solution provider do you intend to use for electronic notarization?										
<b>ONLINE NOTARY PUBLIC RENEWAL</b>										
7. If you're an online notary public in the State of Nebraska do you want to renew the registration?						*NA	YES	NO		
8. If you answered yes to #7, which solution provider do you intend to use for online notarizations?										
<b>NOTARIAL OATH</b>										
<b><i>Your signature below will be used to verify signature authenticity when performing notarial acts. You must sign consistently.</i></b>										

State of \_\_\_\_\_ County of \_\_\_\_\_

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.

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

Subscribed and (sworn) (affirmed) before me: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
 (Month) (Year)

\_\_\_\_\_  
 Signature of Notary Public

^Affix Official Notary Seal^

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## NOTARY RENEWAL APPLICATION

### APPLICANT INFORMATION:

**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. An email address is mandatory for all electronic notaries public and online notaries public.

**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 answer all questions 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.

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

### ONLINE NOTARY PUBLIC RENEWAL:

If you've previously been registered as an online notary public, complete questions 8 and 9 in this section in order to renew your online notary registration. Read each question carefully and clearly mark the appropriate box or fill in the details to answer the question.

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 electronic notary fee in addition to the \$30 notary public fee. If the applicant is also renewing their online notary registration they must pay the \$50 online notary fee in addition to the notary public 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.