

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 the following application forms and fee:**
 - a. **A completed application**
 - b. **U.S. Citizenship Attestation form**
 - c. **Evidence of Employment in Nebraska Form (for non-residents only)**
 - d. **\$15,000 Notary Bond (issued by any full-service insurance/bonding agency)**
 - e. **\$30 fee made payable to the Nebraska Secretary of State**

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 will delay the process in obtaining a notary commission.

2. **NEW: We are using ClassMarker to administer the Notary Public Exam. Upon receiving all required forms and application fee, a link to take notary test on the ClassMarker website will be emailed to you.**

- a. **Review the duties and obligations under Notary Statutes, Frequently Asked Questions, and Rules and Regulations on our website to assist you in preparing for the exam.**
- b. **Complete the test without assistance from others**
- c. **Upon passing the examination, you will receive a digital passing examination certificate. If you have not provided your Notary Bond or have other items that need to be corrected, please submit any remaining forms at this time.**
- d. **If you failed the test, you will be provided with information on the next steps to take.**

3. **Upon receiving your completed application materials and passing exam score, we will issue your Notary Public commission certificate and mail it to you.**
4. **Once you receive your notary commission certificate, 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:

- a. **State of Nebraska**
- b. **General Notary or General Notarial**
- c. **Your name as commissioned**
- d. **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.

If you have any questions, please contact the Notary department at:
sos.notary@nebraska.gov or (402)471-2558

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