

## How to make changes to my Notary Public 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.

## Steps to Update a Notary Public Commission

**All applicants must continue to meet the qualifications and complete the Notary Public – Change of Public Record form through our [online notary filing system](#).**

To update your Nebraska Notary Public Commission, you must continue to meet the following qualifications:

- Be at least 19 years old;
- Be a citizen of the United States or qualified alien;
- Have a current Notary Public commission
- Be a resident of Nebraska; or reside in a bordering state and maintain a Regular place of work or business in Nebraska.
- Have not been convicted of a felony, or a crime involving fraud or dishonesty within the previous five years.

**To update your name or signature on your notary public record, please complete Step 1: Obtain a \$15,000 Notary Surety Bond. To update all other information, please proceed to Step 2: Complete the Notary Public – Change of Public Record.**

### **Step 1: Obtain a \$15,000 Notary Surety Bond (for changes to Name or Signature on record)**

These are available from most Nebraska insurance agents, as well as through various online providers. The Secretary of State's Office does not provide bonds.

When applying for your bond, you must use the name that you intend to use as your official notary name. Your bond should reference your home address, not your business address. The applicant must sign the bond twice – once as the “principal” of the bond, and the second time in front of another notary public when completing the oath of office. Applicant signatures must be consistent on the bond.

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**

## Step 2: Complete the Notary Public – Change of Public Record

1. [Go to the Secretary of State’s Online Notary Portal](#) and login to your account. (If you don’t have an account, simply click the login button and you’ll see where you can create one. This is your user profile for the site.)
2. Complete the online process to update your Notary Record.
  - o Once logged in, click the Search button in the menu options.
    - Search for your name as it is commissioned.
    - Click on your name when it appears, and a window should appear on the right-hand side.
    - Click on “File Amendment” and then select “Notary Public – Change of Public Record,” or if you have an active commission, you can request a new commission certificate.
    - Your current filing options will appear. Please note a renewal application may only be submitted 30 days prior to your expiration date.
  - o You must upload your new bond if you are changing your name or signature. Before beginning the online process, save a PDF of your bond for easy access.
  - o You may update your Residency information or Bilingual Status without purchasing a new bond. For all other changes, please review the amendments you can file on your notary public record.

The system will not allow you to submit the application if any information is missing. If you are missing information to complete your application, you may save your work as a draft and return to finish the application through “My Work Queue”. You will also be able to track the process of your application by logging in and checking your “My Work Queue.” You will receive an email notifying you when your application has been processed.

## Step 3: Download your commission certificate (if you changed your name or signature)

Once you receive the email notifying you that your Change of Public Record has been approved, log into the [portal](#) to download your new Commission Certificate. Print your certificate and take it 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

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## See additional Amendment types below:

### How do I request another copy of my Commission Certificate?

#### My Records

If you have recently applied to be a notary or renewed your commission online, a copy of your certificate is in your 'My Records' section of the website. To find this section:

1. Go to <https://business.nebraska.gov>
2. Log into your account by clicking 'Log in' in the top right-hand section of the webpage
3. Select 'My Records' from the menu options on the left-hand portion of the page.

#### Duplicate Certificate Request

If you have not filed for a new commission or to renew a current commission online, or had an authorized agent file your documents on your behalf, you can request a new commission certificate by going to the [website](#), searching for your notary record under the notary search page and choosing the request certificate option on the website.

To request a new commission certificate:

1. Search for your notary commission at <https://business.nebraska.gov>.
2. Click on your name and a window will pop open on the right hand of your screen.
3. Select to File an Amendment and choose the filing Request Certificate.

### How can I resign my Notary Public Commission?

1. Search for your notary commission at <https://business.nebraska.gov>.
2. Click on your name and a window will pop open on the right hand of your screen.
3. Select to File an Amendment and choose the filing Notary Public – Resignation

Please note if you are an Online Notary or In-Person Electronic Notary Public, your registrations will be simultaneously resigned.

#### Electronic/Online Notaries

### How to do I add or remove a Solution Provider from my records?

Prior to adding a solution provider, please contact and register with that solution provider. The current listing of approved solution providers can be found at <https://business.nebraska.gov>.

1. Search for your notary commission at <https://business.nebraska.gov>.
2. Click on your name and a window will pop open on the right hand of your screen.
3. Select to File an Amendment and choose the filing Add/Remove Solution Provider.

### How do I resign from being an Online Notary Public?

1. Search for your notary commission at <https://business.nebraska.gov>.
2. Click on your name and a window will pop open on the right hand of your screen.
3. Select to File an Amendment and choose the filing Online Notary Public/In-Person Electronic Notary Public – Resignation.

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## How do I resign from being an In-Person Electronic Notary Public?

1. Search for your notary commission at <https://business.nebraska.gov>.
2. Click on your name and a window will pop open on the right hand of your screen.
3. Select to File an Amendment and choose the filing Online Notary Public/In-Person Electronic Notary Public – Resignation.

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