CHAPTER 6. NOTARY PUBLICS

08. DEFINITIONS

For purposes of Chapter 6 of these regulations:


001.02. Applicant shall mean a person who has submitted any of the documents listed in Section 3.

001.03. Application shall mean both the initial and renewal application for Notary Public.

001.04. Form shall mean and include an application submitted on paper or an application submitted electronically in a digital format approved by the Secretary.

001.05. Malfeasance in office occurs when a Notary Public fails to follow the requirements and procedures for Notarial acts provided for in statute under Chapter 64, articles 1 and 2, and this administrative code, or, being convicted of a felony or other crime involving fraud or dishonesty within the last five (5) years.

001.06. Nebraska employer means an entity with an office or regular place of business within the physical boundaries of Nebraska. The Secretary's office shall use a US Postal Service address to determine the physical location of the business.

001.07. Notarial act means an act which the law and regulations of this State authorize Notaries Public of this State to perform, including the administering of oaths and affirmations, taking proof of execution and acknowledgments of instruments, and attesting documents.

001.08. Notarial certificate or acknowledgement shall mean the section at the end of a document where a Notary Public verifies by notarization that the signer of the document presented satisfactory evidence of identity, appeared in the Notary's presence, and that he/she actually signed the document.

001.09. Regular place of work or business in Nebraska means any place where any person is to work, is working, or customarily works, for gain or reward within the physical boundaries of Nebraska.

001.10. Resident means that the applicant considers Nebraska his or her permanent home, or the place to which he or she intends to return after a period of absence. To meet the residency requirement the applicant must live in Nebraska for more than six (6) months out of the year.

001.11. Secretary shall mean Secretary of State.

Annotation: Neb. Rev. Stat. §§64-101 through 64-118
002. NOTORIAL ACTS

002.01. Document

002.01A. The Notarial certificate or acknowledgement must be completed in its entirety including dates, state and county of notarial act.
002.01B. Blank or incomplete documents should not be notarized.
002.01C. Notaries Public may not post-date or pre-date a document.

002.02. Seal

002.02A. Notaries Public must affix a clear and legible impression of their stamp to a document. The seal and signature may not be affixed over printed material or other signatures on the document.
002.02B. Notaries Public must obtain a new seal each time the commission is renewed which includes the new commission dates.
002.02C. Notary commissions are issued to an individual regardless of whether or not another business or entity paid the notary application fee, bond, or seal.
002.02D. The seal should be secured and only accessible by the Notary Public.

002.03. Signature

002.03A. The signature on the most recent application, whether on an Initial Application for Notary Public Commission, Renewal Application for Notary Public Commission or Notary Public Request to Change Record, will be used for verification; therefore the Notary Public should always sign consistently with their application signature.

002.04. Notaries Public must be aware of the condition of the signor. Special attention should be given when asked to notarize the signature of a minor child or persons that might not have the capability of understanding the document that they are signing. If the Notary Public reasonably believes the signor does not understand the document they should refuse to notarize.

002.05. Notaries Public cannot refuse to provide services on the basis of race, color, national origin, religion, sex (including pregnancy), disability, or marital status.

Annotation: Neb. Rev. Stat. §§64-101 through 64-118
003. APPLICATIONS AND OTHER FORMS

003.01. The following forms are required to obtain and maintain a Notary Public Commission under the Act:

003.01A. Initial Application for Notary Public Commission
003.01B. U.S. Citizenship Attestation Form
003.01C. Bond Form
003.01D. Renewal Application for Notary Public Commission
003.01E. Evidence of Employment in Nebraska
003.01F. Notary Public Request to Change Record
003.01G. Bond Rider

003.02. A $15,000 surety bond is required and must be concurrent with the Notary Public commission term.

003.03. The forms listed in this section and attached hereto shall be made available to all applicants under the Act and shall be incorporated by reference into these rules and regulations.

004. COMMISSION REQUIREMENTS

004.01. Before being considered by the Secretary of State, every application for a Notary Public Commission shall include the following information and meet the following requirements

004.01A. All questions on the application form(s) must be answered.
004.01B. A fee of $30 must be submitted.
004.01C. A passing examination score.
004.01D. Submission of a license surcharge bond for $15,000
004.01E. U.S. Citizenship Attestation Form
004.01F. Non-resident Evidence of Employment Form

004.02. Renewal applications must be received no later than the date the commission expires. If the commission expiration date falls on a weekend or holiday the renewal must be received prior to that expiration date. If received after the expiration date the renewal shall be considered an initial application. A renewal application shall include the following:

004.02A. Notary Public Commission Renewal Form as referenced in appendix
004.02B. A fee of $30.
004.02C. A bond form or bond rider that updates the initial bond.
004.02D. U.S. Citizenship Attestation Form
004.02E. Non-resident Evidence of Employment Form

004.03. No appointment shall be made if the applicant has been convicted of a felony.

004.04. No appointment shall be made if the applicant has been convicted of a crime involving fraud or dishonesty within the last five (5) years.

004.04A. A crime involving fraud or dishonesty means a violation of, or a conspiracy to violate, a civil or criminal law involving fraud, dishonesty, bribery, perjury, larceny, theft, robbery, extortion, forgery, counterfeiting, embezzlement, misappropriation of property, or any other offense adversely affecting such person's fitness to serve as a notary public.
004.04B. Conviction within the last five (5) years means being convicted by a court of law within the last five (5) years from the date the application is received.

004.05. An applicant must be a resident of the State of Nebraska or 1.) reside in one of the following states: Colorado, Iowa, Kansas, Missouri, South Dakota, or Wyoming and 2.) maintain a regular place of work or business in Nebraska.

004.05A. Non-resident applicants will be required to submit the form entitled “Evidence of Employment in Nebraska” listed under Section 3- Applicants and Other Forms 001.05.
004.05B. If an applicant is self-employed a written explanation must be attached to the “Evidence of Employment in Nebraska” form noted above.

Annotation: Neb. Rev. Stat. §§64-101 through 64-104
005. CHANGES TO NOTARY PUBLIC COMMISSION

005.01. Name Change

005.01A. A Notary Public may continue to use their current Notary Commission as it was issued until the expiration or termination of such commission. The Notary Public must continue to sign their name using the name as listed on the commission certificate.

005.01B. A Notary Public may change the name on the Notary Commission by filling out the “Notary Public Request to Change Record” form and submitting a fee of $30.00. A bond issued under the new name must accompany the form.

005.02. Address Change

005.02A. A Notary Public must update their address when moving by filling out and submitting the “Notary Public Request to Change Record” form.

005.02B. No fee will be assessed for updating address information.

005.03. Employment Change

005.03A. If a non-resident is terminated from a regular place of work or business in Nebraska a Notary Public must relinquish their Notary Public Commission by returning the commission certificate and seal to the Secretary.

005.04. Signature Change

005.04A. A Notary Public may change their signature by filing out a new “Initial Application for a Notary Public” form.

005.04B. The Notary Public Examination is only valid for 2 years and by applying anew the Notary Public may have to re-test.

006. NOTARY PUBLIC EXAMINATION

006.01. The Notary Public Examination shall consist of questions aimed at determining whether the applicant has the reasonably necessary knowledge, experience, and competency to engage in and perform the duties of a Notary Public. An applicant must score 85% or better to pass the exam.

006.01A. Knowledge of the Notary Public Act and laws related to or affecting notarial work, including but not limited to:

006.01A1. Provisions of Neb. Rev. Stat. §§64-101 through 64-118 the Nebraska Notary Public statutes,
006.01A2. Uniform Recognition of Acknowledgements Act Neb. Rev. Stat §§64-209 through 64-215 and any other relevant statutes,
006.01A3. These Rules and Regulations.

006.02. The written examination will be an open resources test sent to the applicant upon receipt of the $30.00 fee and a completed application.

006.03. Applicants shall have three attempts at passing the Notary Public Examination. If the applicant does not pass the second exam they must wait at least 30 days before re-taking the exam. If the applicant does not pass the test after three attempts the applicant shall be considered incompetent to receive a Notary Public commission in the State of Nebraska, and shall not be eligible to take the exam again.

006.03A. A passing exam score shall be valid for 2 years from the date of exam nation.
006.03B. If a passing exam score is not used within 2 years the applicant only has the remainder of prior opportunities to retake the exam.

006.04. The examination may be completed electronically if authorized by the Secretary.

007. ALLEGED MALFEASANCE AGAINST NOTARIES PUBLIC

007.01. In investigating an alleged malfeasance against a notary public, the Secretary must consider the totality of the offense, facts, and circumstances in each individual case.

007.02. Factors Considered

007.02A. While evaluating an alleged malfeasance to determine if it should be set for hearing or recommend to a stipulation process, the Secretary may consider a variety of factors, including, but not limited to, the following:

007.02A1. Nature and severity of the act, offense or crime under consideration.
007.02A2. Number and/or variety of current violations.
007.02A3. Evidence pertaining to the requisite honesty, credibility, truthfulness, and integrity of the Notary Public.
007.02A4. Actual or potential harm to the general public, group, individual or customer.
007.02A5. History of complaints received by the Secretary.
007.02A6. Prior disciplinary record or warning from the Secretary.

007.03. Discipline

007.03A. Stipulations are a voluntary agreement between the Secretary and Notary Public. A stipulation will be sought in lieu of setting a hearing to simplify the discipline process and provide cost savings to the Secretary.

007.03A1. Stipulations will include the following: statement of facts, acknowledgment of malfeasance, and a penalty.
007.03A2. Stipulations must be in writing and signed by the Secretary and Notary Public.

007.03B. Total Revocation means the Notary Public Commission is revoked and cannot ever be reinstated.

007.03B1. The following acts of malfeasance will likely result in the total revocation of a Notary Public Commission:

007.03B1a. The signor was not in the physical presence of the Notary Public at the time of the Notarial act.
007.03B1b. The signor was not personally known to the Notary Public or identified by the Notary Public through satisfactory evidence during the Notarial act.
007.03B1c. A Notary Public engaged in the unauthorized practice of law. This would include using the term “notario
publico” or any non-English equivalent term in a manner which misrepresents the authority of the Notary Public.

007.03B1d. A Notary Public permitting another person to use the Notary Public’s official seal or official seal embosser.

007.03B1e. A Notary Public being convicted of a felony or crime involving fraud or dishonesty while commissioned.

007.03C. If revoked the Notary Public Commission and seal must be returned to the Secretary’s office.

007.03D. Temporary Revocation means a revocation of the Notary Public Commission for as little as one month or as long as 4 years.

007.03D1. The following acts of malfeasance will likely result in the temporary revocation of a Notary Public Commission:

007.03D1a. Notarizing a document in which the Notary Public has a personal interest.

007.03D1b. A Notary Public making a materially false statement on the application.

007.03D1c. Failure of the Notary Public to maintain the required bond.

007.03D2. During the revocation the Notary commission and seal must be returned to the Secretary’s office.

007.03E. An Admonishment will be issued to a Notary Public and notated in their paper and electronic file when the Secretary feels that the alleged malfeasance rises to the level of warning but not revocation.

007.03E1. The following acts of malfeasance will likely result in an official warning to the Notary Public:

007.03E1a. A Notary Public overlooks changing the County or State of the Notarial document.

007.03E1b. A Notary Public Notarizes a document with blanks.

007.03E2. An official admonishment will not hinder the Notary Public from performing their duties.

008. FEES

008.01. The application fee is $30.00, which includes affixing the State Seal to the commission and approving the bond for the Notary Public.

008.01A. A refund of the application fee will only be issued if requested by the applicant upon failure of the third examination and within two (2) years of initial payment.

008.02. The fee to change the name on a commission is $30.00.

008.03. Duplicate commissions will be provided at a cost of $15.00.

008.04. Notaries Public may charge the following fees for their services:

008.04A. For each protest: $1.00, For recording the same, $2.00
008.04B. For each notice of protest: $2.00
008.04C. For taking affidavits and seal: $2.00
008.04D. For administering oath or affirmation: $2.00
008.04E. For each certificate and seal: $5.00
008.04F. For each mile traveled in serving notice based on the rate established by the Department of Administrative Services

APPENDIX
Title 433 Chapter 6

Initial Application for Notary Public Commission
U.S. Citizenship Attestation Form
Bond Form
Renewal Application for Notary Public Commission
Evidence of Employment in Nebraska
Notary Public Request to Change Record
Bond Rider
INITIAL APPLICATION FOR NOTARY COMMISSION

Please type or print legibly in black ink. Applications will be rejected for incomplete responses.

APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>M.I.</th>
<th>Date</th>
</tr>
</thead>
</table>

Home Address

<table>
<thead>
<tr>
<th>Street</th>
<th>Address</th>
<th>Apartment/Unit #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PO Box (if any)</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>E-mail Address (optional)</th>
</tr>
</thead>
</table>

Business Address (Required for non-resident applicant, optional for resident applicant)

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Street</th>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Work Phone</th>
<th>Extension</th>
</tr>
</thead>
</table>

Work Phone [Extension]

Non-resident applicants must also submit an Evidence of Employment in Nebraska form.

NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA

1. Are you 19 years of age or older? YES □ NO □

2. Have you been convicted of a felony? YES □ NO □

3. Have you been convicted of a crime involving fraud or dishonesty within the last 5 years? YES □ NO □

3a. If yes, please detail the conviction, the state and the date of the crime: (attach additional pages if needed)

4. Have you previously been commissioned as a Notary Public in the State of Nebraska? YES □ NO □

5. Has your name changed? YES □ NO □

5a. If yes, please give previous name:

6. If you are bilingual, would you allow your name to be placed on a list of bilingual Notaries? YES □ NO □

6a. List languages in which you are fluent:

NOTARIAL OATH

Your signature below will be used to verify your signature on other documents. You must sign consistently.

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 in and for the State of Nebraska according to the best of my ability.

Applicant’s Signature

Subscribed and (sworn) (affirmed) before me: this _______ day of ___________, 20____ (Month) (Year)

Signature of Notary Public
NEBRASKA SECRETARY OF STATE

Business Services Division: Notary
1445 K St., 1301 State Capitol Bldg.
P. O. Box 95104 * Lincoln, NE  68509
www.sos.ne.gov

INITIAL APPLICATION FOR NOTARY COMMISSION INSTRUCTIONS

APPLICANT INFORMATION:

Name: You must provide your name to include: Last Name, First Name, and Middle Initial. If you do not have a middle initial, please state “none” in the MI field.

Date: Enter the date you are completing the application.

Home Address: You are required to enter your home street address. If you use a P.O. Box, you may include the P.O. Box in addition to your street address.

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.

Non-resident applicants must also complete and submit an Evidence of Employment in Nebraska form.

NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA:

All questions in this section must be answered. Please read each question carefully and clearly mark the appropriate box or fill in the details to answer question.

NOTORIAL OATH:

Do not complete this section until you are in the presence of a Notary. You must sign in the presence of a Notary. The Notary will complete the state and county information, date, sign, and impress their seal. PLEASE NOTE: You may not notarize your own signature.

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 in another country.

If you have any questions completing the applications, please contact the Notary department at: www.sos.ne.gov/business/notary or (402) 471-2558.
United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States.

— OR —

☐ I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: ________________________________, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME

__________________________________________

(first, middle, last)

SIGNATURE

__________________________________________

DATE

__________________________________________

1/19/2010
GENERAL NOTARY PUBLIC BOND FORM

KNOW ALL MEN BY THESE PRESENTS:

THAT ________________________________________ in the county of ______________________ and State of _________________, has been appointed General Notary Public or has applied to be a General Notary Public within and for said State of Nebraska, as principal, and ___________________________ as surety, is held and firmly bound unto the State of Nebraska in the penal sum of FIFTEEN THOUSAND DOLLARS, good and lawful money of the United States, to be paid to the State of Nebraska, for which payment well and truly made, we bind ourselves our heirs, executors and administrators, jointly and severally by these presents:

Whereas, the above principal has been appointed to the office of General Notary Public or has applied to be a General Notary Public within and for said State of Nebraska, for a term of four years FROM EFFECTIVE DATE OF COMMISSION.

Now the conditions of the above obligation are such that if the said principal shall faithfully and in all things perform all duties required of him/her by law as a General Notary Public within and for said State of Nebraska, during his/her continuance in office by virtue of said appointment, then the above obligation to be void else to remain in full force.

SEALED WITH OUR SEALS, and dated this _________ day of ________________________, 20_____.

__________________________
Signature of Principal (Applicant)

__________________________
Signature of Agent*

*The bond must be signed by an agent of the bonding company.

STATE OF ______________________
County of ______________________

"I, ________________________, do solemnly swear that I will support the Constitution of the United States and the constitution of the State of Nebraska, and that I will faithfully and impartially perform the duties of the office of General Notary Public according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence: and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence. So help me God."

__________________________
Signature of Principal (Applicant)

__________________________
Notary Public

^Affix Official Notary Seal^
NEBRASKA SECRETARY OF STATE
Business Services Division: Notary
1445 K St., 1301 State Capitol Bldg.
P. O. Box 95104 * Lincoln, NE 68509
www.sos.ne.gov

RENEWAL APPLICATION FOR NOTARY COMMISSION
Please type or print legibly in black ink. Applications will be rejected for incomplete responses.
This application is only accepted within the 30 days immediately preceding your current commission expiration date.

APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>M.I.</th>
<th>Date</th>
</tr>
</thead>
</table>

Home Address

<table>
<thead>
<tr>
<th>Street Address</th>
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<table>
<thead>
<tr>
<th>PO Box (If any)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Home Phone

<table>
<thead>
<tr>
<th>E-mail Address (optional)</th>
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</thead>
</table>

Business Address (Required for non-resident applicant, optional for resident applicant)

<table>
<thead>
<tr>
<th>Company Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Work Phone

<table>
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<tr>
<th>Extension</th>
</tr>
</thead>
</table>

Non-resident applicants must also submit an Evidence of Employment in Nebraska form.

NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA

1. Have you been convicted of a felony?  
   YES ☐ NO ☐

2. Have you been convicted of a crime involving fraud or dishonesty?  
   YES ☐ NO ☐

3. Has your name changed?  
   YES ☐ NO ☐

3a. If yes, please give previous name:

4. If you are bilingual, would you allow your name to be placed on a list of bilingual Notaries?  
   YES ☐ NO ☐

4a. List languages in which you are fluent:

5. List date current commission expires:

NOTARIAL OATH

Your signature below will be used to verify your signature on other documents. You must sign consistently.

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 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^
RENEWAL APPLICATION FOR NOTARY COMMISSION INSTRUCTIONS

APPLICANT INFORMATION:

Name: You must provide your name to include: Last Name, First Name, and Middle Initial. If you do not have a middle initial, please state “none” in the MI field.

Date: Enter the date you are completing the application. Please note: This application is only accepted within the 30 days immediately preceding your current commission expiration date.

Home Address: You are required to enter your home street address. If you use a P.O. Box, you may include the P.O. Box in addition to your street address.

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.

Non-resident applicants must also complete and submit an Evidence of Employment in Nebraska form.

NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA:

All questions in this section must be answered. Please read each question carefully and clearly mark the appropriate box or fill in the details to answer question.

NOTORIAL OATH:

Do not complete this section until you are in the presence of a Notary. You must sign in the presence of a Notary. The Notary will complete the state and county information, date, sign, and impress their seal. PLEASE NOTE: You may not notarize your own signature.

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 notarized must be certified in another country.

If you have any questions completing the applications, please contact the Notary department at: www.sos.ne.gov/business/notary or (402) 471-2558.

Page 2 of 2
Evidence of Employment in Nebraska Form

This form must be completed for a non-resident applicant who is employed by a business located within the physical boundaries of Nebraska. The form must be completed by one of the officers, directors, managers, or authorized representatives of the business.

____________________, being first duly sworn on oath say that ________________________________
Name of Authorized Representative

is employed as a(n) ______________________ for ________________________________, whose regular place of business
Position of Notary Applicant

is located within the physical boundaries of Nebraska.
Name of Business

The applicant is employed at the following location: ___________________________________________
Address of Business

________________________________________  ___________________________________________
Signature of Authorized Representative

Title of Authorized Representative

Subscribed and sworn to before me this _______ day of ________________________, 20_____

Signature of Notary Officer

My Commission expires __________________________, 20_____

__________________________
Affix Notary Seal Here
**NEBRASKA SECRETARY OF STATE**  
**Business Services Division: Notary**  
1445 K St., 1301 State Capitol Bldg.  
P. O. Box 95104 * Lincoln, NE 68509  
www.sos.ne.gov

**Notary Public Request to Change Record**  
Please type or print legibly in black ink  
Please return the form with the applicable fee to the address listed above.  
$30.00 fee for Name Change and no fee for address change.

---

**Please print:**  
Name as it appears on your commission:  
Date commission issued:  

**Mark all boxes that apply:**  
☐ I would like to change my name on my notary public commission.  
☐ I would like to change my mailing address, email or phone on file to the information below.

**Complete the following for change of address:**

<table>
<thead>
<tr>
<th>New Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>PO Box (if any)</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
</tr>
<tr>
<td>Apartment/Unit #</td>
</tr>
<tr>
<td>E-mail Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension</td>
</tr>
</tbody>
</table>

**New Business Address (Required for non-resident applicant, optional for resident applicant)**  
*Non-resident Notaries Public must submit the Evidence of Employment form if the work address is being changed.*

<table>
<thead>
<tr>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Phone</th>
</tr>
</thead>
</table>

**Complete the following for change of name:**  
*A bond under the new name must accompany this change form and a copy of the marriage certificate or court order.*

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>First</td>
</tr>
<tr>
<td>M.I.</td>
</tr>
<tr>
<td>Date of name change:</td>
</tr>
<tr>
<td>Changed by:</td>
</tr>
<tr>
<td>☐ Marriage</td>
</tr>
<tr>
<td>☐ Court Order</td>
</tr>
</tbody>
</table>

**NOTARIAL OATH**

> Your signature below will be used to verify your signature on other documents. You must sign consistently.

*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.

X__________________________________________  

[Signature of Notary Public]

---

^Affix Official Notary Seal^  

Revised 10/11/2012
BOND RIDER

To be attached to and form a part of ________________________________, Name and Address of Surety
 ___________________________, for ________________________________, as Principal, and
 ___________________________ Name and Address of Owner/Operator
 ___________________________ as Surety, in favor of the Nebraska Secretary of State, 1445 K Street,
 Suite 1301, P.O. Box 55104, Lincoln, NE 68509, as Obligee.

It is understood and agreed that the Bond is changed or revised in the particulars as indicated below:
That the effective date of the bond is has changed from ___________ to ___________.

__________ Date ___________ Date

Said Bond shall be subject to all its terms, conditions, and limitations, except as herein expressly
modified. This Bond Rider shall become effective: ________________________________.

IN WITNESS WHEREOF, ________________________________ has caused its corporate seal to be
hereunto affixed this:

__________________________________________
Date

Signature

STATE OF NEBRASKA

County of ________________________________

“I, ________________________________, do solemnly swear that I will support the
Constitution of the United States and the constitution of the State of Nebraska, and that I will faithfully and impartially
perform the duties of the office of General Notary Public according to law, and to the best of my ability. And I do further
swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the
government of the United States or of this State by force or violence, and that during such time as I am in this position I will
not advocate nor become a member of any political party or organization that advocates the overthrow of the government of
the United States or of this State by force or violence. So help me God.”

________________________________________
Signature of Applicant

________________________________________
Subscribed and sworn to before me this ___________________________ day of ___________,
20_____.

Witness my hand and official seal at ________________________________, Nebraska.

________________________________________
Notary Public

My Commission expires ____________________