

NOTARY PUBLIC APPLICATION INFORMATION

*****Please Note*****

(Application and bond will be returned if not completed in BLACK INK.)

We do not accept applications with background colors

1. Prior to completing the application, a notary seal or stamp must be purchased from an office supply store. The seal or stamp must indicate "State of New Mexico" and not the name of a county, agency or professional title. Stamps which contain a signature line or round ink stamps are not accepted. A clear, legible impression of the applicant's seal or stamp must appear on the application where indicated.
2. Applications which contain liquid paper or signatures which have been traced or written over anywhere on the document will not be accepted.
3. The mailing and business addresses and both phone numbers must be filled out completely. The mailing address is where all mailings will be sent.
4. The applicant's name must be identical to their signature on the oath of office and surety bond. Do not include a middle initial on the application if it is not used on your seal/stamp, signature or surety bond.
5. The evidence of qualification (character references) requires the signatures and complete addresses of two New Mexico residents. This is in addition to the bond requirement (see #7 below).
6. The application fee is \$20. Your Check or Money Order should be made payable to the Secretary of State. Money Orders must be filled out completely. Sorry, we cannot accept purchase documents. DO NOT SEND CASH.
7. Each notary public in New Mexico is required to obtain a ten-thousand dollar (\$10,000) surety bond. Please refer to reverse side of application for surety bond requirement information and instructions.

BOND REQUIREMENT

Each notary public in New Mexico is required to obtain a ten-thousand dollar (\$10,000) surety bond. Surety bonds may be purchased from an insurance company. **The insurance company provides the bond form.**

EACH SURETY BOND MUST CONTAIN THE FOLLOWING:

- a) The applicant signs as the principal and his/her signature must be notarized (Acknowledgment of Principal (Applicant)).
- b) An official of the insurance company must sign and provide his/her title. His/her signature must also be notarized (Acknowledgment for Insurance Company).
- c) The insurance company's corporate seal must appear on the surety bond.
- d) A power of attorney from the insurance company, with the name of the company official who signed the surety bond, must accompany the application and surety bond.
- e) All acknowledgments must be filled out completely and correctly.

NOTE: You can not perform notarial acts until you have received a certificate of appointment from this office. Your official commission expiration date is issued by this office, not the insurance company or surety bonding company who has underwritten your surety bond.