

**Form
NO**

KANSAS SECRETARY OF STATE
**Notary Public
 Appointment Form**
 Instructions

The following form **must be complete** and accompanied by **the correct filing fee** or the document will **not** be accepted for filing.

IMPORTANT:

- This appointment form must be submitted by mail with the filing fee.
- If renewing your notary appointment, please do not submit this form more than 90 days prior to your commission expiration date.
- **You are not a notary until you receive your notary commission certificate from the Kansas Secretary of State.**
- To apply to become a notary and register to perform in-person electronic notarizations (IPEN) or remote online notarizations (RON), complete this application. If you are already a notary and wish to register to perform IPEN or RON, please use [Form NC](#).

General Information (required before submitting)

● Filing fee	Submit this form with the \$25 filing fee for the notary appointment form. If registering to perform in-person electronic notarizations (IPEN), an additional \$20 is required. If registering to perform remote online notarizations (RON) an additional \$20 fee is required. If applying for a notary commission, and registering to perform both IPEN and RON, the fee is \$65.
● Payment	<p>Please submit payment by check, money order, or credit card. Checks and money orders need to be made payable to the Secretary of State. Forms received without the appropriate fee will not be accepted for filing. Please do not send cash.</p> <p>Visa, MasterCard, Discover, and American Express are accepted. To use a credit card, please provide the following information:</p> <p>Credit card number _____</p> <p>Expiration date _____ Billing zip code _____</p> <p>NOTICE: There is a \$25 service fee for all returned checks.</p>

A. Personal Information (required before submitting)

● Expiration date	If the applicant is currently, or has previously been a Kansas notary, enter the most recent expiration date and commission number.
● Applicant name	The name in item 1 must match exactly to the name printed on the notary stamp in item 5. Prefixes or titles (Doctor, Father, Mrs.) are not acceptable. To use initials for the first name, you must submit a photo copy of a government-issued ID that shows an initial as a first name. It is recommended that the name on the application be listed as it is listed on the applicant's state-issued driver's license or identification card. Suffixes that show a professional certification are not allowed (e.g., CPA, Esq., JD).
● Mailing address	Provide a mailing address that is located either in Kansas or a bordering state where the notary receives mail.
● Phone number	Enter the applicant's primary and secondary (if any) telephone number.

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B. Oath (required before submitting)

● Signature	The applicant must sign the appointment form after reciting the oath in the presence of a notary public. The affirmation statement in parentheses may be recited instead of the bolded words in the oath.
● Notarization of Applicant's Signature	The applicant's signature must be notarized. A notary must complete the notarization below the applicant's signature.

C. Notary Surety Bond (required before submitting)

● Surety bond	A notary public is required to be bonded in the sum of \$12,000 for a four (4) year period coinciding with the appointment. The bond must be a commercial surety bond from an insurance company licensed to do business in Kansas. The surety company must complete this section.
● Surety name and address	The surety company enters its name and address.
● Surety signature	The signature is completed by the Attorney-in-Fact from the surety company and include the date the bond was signed. An insurance company must affix a corporate seal or attach its Power of Attorney. No other information is required.

D. IPEN Requirements

An individual who is applying for a notary commission also may register with the Secretary of State to perform in-person e-notarizations (IPEN). To provide an IPEN, a notary must:

● Complete training and testing	Complete IPEN training and testing available at sos.ks.gov/business/notary.html . An IPEN registrant must print the certificate at the end of the test and submit it with their IPEN registration as proof of completion of this requirement.
● Official stamp	A notary must provide a copy of the notary's electronic stamp to the Secretary of State. The stamp must be provided before the notary may begin providing IPEN.

E. RON Requirements

An individual who is applying for a notary commission also may register with the Secretary of State to perform remote online notarizations (RON). To provide a RON, a notary must:

● Complete training and testing	Complete RON training and testing available at sos.ks.gov/business/notary.html . A RON registrant must print the certificate at the end of the test and submit it with their RON registration as proof of completion of this requirement.
● Official stamp	A notary must provide a copy of the notary's electronic stamp to the Secretary of State. The stamp must be provided before the notary may begin providing RON.

Additional Information: Please review the [Kansas Notary Public Handbook](#) for more information regarding Kansas notaries.

Please file Form NC to:

- Change a name
- Change an address
- Terminate a notary commission
- Change a stamp or report a stamp lost or stolen
- Report a journal lost or stolen
- Change or update surety bond information
- Add an IPEN or RON registration to an existing notary commission



Notary Public Appointment Form

Form NO

KANSAS SECRETARY OF STATE

Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594

(785) 296-4564
notary@ks.gov
sos.ks.gov

IMPORTANT: This form must be submitted by mail and include the filing fee. If renewing a notary commission, please do not submit the form before 90 days prior to your current commission expiration date. If applying for a notary commission or renewing a notary commission, you may also use this form to register to perform in-person electronic notarizations (IPEN) or register to provide remote online notarizations (RON). If you are a Kansas notary and want to add IPEN or RON to your existing notary commission, please complete Form NC.

Select one of the options below:

Check the appropriate box below if you have never had a Kansas notary commission.

- ☐ Notary Commission (\$25)
Complete sections A, B and C
- ☐ Notary Commission + IPEN (\$45)
Complete sections A, B, C and D
- ☐ Notary Commission + RON (\$45)
Complete sections A, B, C and E
- ☐ Notary Commission + IPEN + RON (\$65)
Complete all sections

Expiration date of your most recent Kansas appointment:

Month	Day	Year
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(Your current commission expiration date must be used until the date of expiration has passed.)

Check the appropriate box below if you have previously had a Kansas notary commission.

- ☐ Renewing Notary Commission (\$25)
Complete sections A, B and C
- ☐ Renewing Notary Commission + IPEN (\$45)
Complete sections A, B, C and D
- ☐ Renewing Notary Commission + RON (\$45)
Complete sections A, B, C and E
- ☐ Renewing Notary Commission + IPEN + RON (\$65)
Complete all sections

Current or most recent commission number:

A. Personal Information

1. Applicant's name (Must match name on the stamp in Item 5.)

First	Middle	Last
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Previous name (If your name has changed from the previous appointment.)

2. Mailing address (Must be an address located either in Kansas or a bordering state)

Mailing Address		
City	State	Zip

3. Phone number (Required)

Primary
Secondary (Optional)

4. Email (Optional)

5. Affix an impression of applicant's stamp

(Name on stamp must match applicant's name in Item 1. Include all stamps that will be used during this commission.)

Stamps for tangible (paper) documents. Required before submitting application.

Stamps (if any) used for IPEN or RON. May be submitted on this application, or submitted separately on Form NC.

6. Notary Eligibility (This section must be completed.)

• Are you at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are you a resident of Kansas? Or, are you a resident of a state bordering Kansas with a regular place of employment or practice in Kansas? If you meet either of these requirements, check "Yes."	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are you able to read and write the English language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Have you been convicted of any felony or a crime involving fraud, dishonesty or deceit, including entering into a diversion agreement in lieu of further criminal proceedings for such crime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Have you had a professional license denied, revoked, or suspended, if such denial, revocation, or suspension was for fraud, dishonesty, deceit or any cause substantially relating to the duties or responsibilities of a notary public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Have you had a notary public commission in another state that has been denied, refused for renewal, revoked, suspended, or conditioned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

B. Oath

I do solemnly swear* (I sincerely and truly declare and 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 that I am qualified to be appointed and commissioned as a Kansas notary public.

* The applicant may say the phrase inside the parentheses instead of the words in bold.

7. Applicant's signature

X

8. To be completed by the notary who witnesses the applicant's signature:

State of _____

County of _____

Signed and sworn to (or affirmed)
before me on _____

_____ Date

(notary stamp)

by _____
Name of person making statement

Signature of notary

My commission
expires: _____

C. Notary Surety Bond (The surety company must complete this section.)

9. Name and address of surety company

Name		
Street Address		
City	State	Zip

Know All Persons By These Presents: That we, the above-named applicant as principal and as surety company, give bond payable to any individual who may be harmed as a result of a breach of duty by said applicant acting in his/her official capacity as notary public, in the amount of twelve thousand dollars (\$12,000) as assurance for the due discharge of the duties of his/her office of notary public and we do bind ourselves, and each of our heirs, executors and administrators, jointly and severally. Applicant was, on the date of issuance of commission, bonded as a notary public in and for the state of Kansas, to hold office for the term of four years in accordance with the laws of this state. Now, therefore, if said applicant shall faithfully discharge the duties of the office of notary public, as prescribed by law, then this obligation shall be void. Further, we, the surety company, understand that we are required by state law to report to the secretary of state the outcome on any claim filed on this bond.

10. Attorney-in-Fact Signature

X

(Corporate Seal)

Date

Month

Day

Year

D. IPEN Information

Complete this section only if registering to perform in-person e-notarizations (IPEN).

11. Name of technology(ies) the notary intends to use to perform IPEN

Name of notary technology provider(s)

Website(s)

If registering to perform IPEN, the notary must complete the required training, take and pass a test, and include the certificate generated upon passage of the test as part of this application. The notary training and testing are available at sos.ks.gov/business/notary.html.

E. RON Information

Complete this section only if registering to perform remote online notarizations (RON).

12. Name of technology(ies) the notary intends to use to perform RON

Name of notary technology provider(s)

Website(s)

If registering to perform RON, the notary must complete the required training, take and pass a test, and include the certificate generated upon passage of the test as part of this application. The notary training and testing are available at sos.ks.gov/business/notary.html.

Checklist for Notary Applicants

1. Completed Form NO. Please ensure that:

- all questions are answered
- an image of the notary's stamp is included
- the oath section is properly completed
- the application is signed
- the surety bond (Section C) is completed

2. Correct notary fee is included.

3. Training and testing certificate is included if the notary is registering to perform IPEN or RON.

4. A copy of the notary's electronic stamp if the notary is registering to provide IPEN or RON and has obtained an electronic stamp. If the stamp is obtained after Form NO is submitted, affix or attach a copy of the stamp to Form NC.