

Notary Public

UNDERWRITERS OF KANSAS, INC.

P.O. Box 7457 • Tallahassee, FL 32314-7457

Becoming a Notary Just Got Easier...

Dear Notary Applicant:

Notary Public Underwriters of Kansas has made it easy for you or your staff to become a notary public. Follow the simple steps below!

STEP 1 ► APPLICATION

Enter your expiration date and commission number if you are currently a Kansas notary public or if you have ever been a Kansas notary public. Print your name as you wish to be commissioned as a notary public. To use initials in place of your first name (J. Marie Doe or J. M. Doe), you must submit a photo copy of a government-issued ID that shows an initial for your first name. Prefixes (Dr., Mrs., etc.) are not acceptable. Print the mailing address that is located either in Kansas or a bordering state where you receive your mail. We will affix your notary stamp that you purchased with your package. If you have purchased an updated stamp from another source, please affix the stamp. Answer all notary eligibility questions.

Oath - In the presence of a notary public, sign at field seven (7), Applicant's signature and print Applicants name above the notary's signature.

Notary Surety Bond - **Leave this section blank.** We will complete your bond and deliver it to the Secretary of State for processing.

STEP 2 ► ORDER FORM

Select the appropriate notary package. Indicate your stamp case color where applicable. Select additional supplies you wish to purchase and total your order.

STEP 3 ► PAYMENT

Mail the completed forms with a credit card number, check or money order made payable to **Notary Public Underwriters of Kansas** in the enclosed envelope. We will mail your customized stamp and other supplies within three business days after we receive notification of commission. All Notary Public Underwriters of Kansas stamps and seals come with a Lifetime Guarantee.

Apply for your notary public commission today! We look forward to serving you.

Sincerely,


Jack Diestelhorst, Owner

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NOTARY PUBLIC UNDERWRITERS OF KANSAS
Celebrating 24 Years in the Business!

A Proud Partner of the
American Society of Notaries

Please
Do Not
Staple



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. Once you are a Kansas notary and want to add IPEN or RON to your existing notary commission, please complete [Form NC](#).

Expiration date of your most recent Kansas appointment: ([Search Here](#))

Current or most recent commission number: ([Search Here](#))

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

A. Personal Information

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

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

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

3. Phone number (Required)

Mailing Address			
City	State	Zip	

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. You may include an attached page for additional stamps.)

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

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

a. Are you at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. 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
c. Are you able to read and write the English language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. 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
e. 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
f. 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 (must be a wet ink signature, or provide a wet ink signature on an attached page if signed electronically)

X

8. To be completed by the notary who witnesses the applicant's signature: (See sample in the [Kansas Notary Public Handbook page 23](#))

a. State of _____

County of _____

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

Date

by _____

Name of person swearing oath (#7)
Name of applicant (#1)

c. Signature of notary _____

(Notary Stamp)

d. My commission expires: _____

Date

C. Notary Surety Bond

 (The surety company must complete this section.)

9. Name and address of surety company

Name UNIVERSAL SURETY OF AMERICA		
Street Address 101 S. Reid St, Ste 300		
City Sioux Falls	State SD	Zip 57103-7045

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

Date

Month	Day	Year
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Checklist for Notary Applicants

1. Completed Form NO. Please ensure that:

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

2. Correct notary fee is included.

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P.O. Box 7457 • Tallahassee, FL 32314-7457
800.826.2297 • info.ks@npuonline.com

Select One of These Notary Packages!

Premium Notary Package

- > 4 Year \$12,000 Notary Bond - \$50.00
(With free \$10,000 Errors & Omissions Policy)
- > State Filing Fee - \$25.00
- > Rectangular Self-Inking Stamp - \$24.00
(Your choice of stamp case color!)
- > Notary Public Record Book - \$10.00

\$109⁰⁰

Classic Notary Package

- > 4 Year \$12,000 Notary Bond - \$50.00
(With free \$10,000 Errors & Omissions Policy)
- > State Filing Fee - \$25.00
- > Round Self-Inking Stamp - \$27.00
(Your choice of stamp case color!)
- > Notary Public Record Book - \$10.00

\$112⁰⁰

Deluxe Notary Package

- > 4 Year \$12,000 Notary Bond - \$50.00
(With free \$10,000 Errors & Omissions Policy)
- > State Filing Fee - \$25.00
- > Rectangular Self-Inking Stamp - \$24.00
(Your choice of stamp case color!)
- > Notary Public Record Book - \$10.00
- > \$25,000 Errors & Omissions Policy - \$80.00

\$189⁰⁰

PRODUCT DESCRIPTION	QTY	PRICE	COST
Premium Notary Package <i>(choose stamp case color)</i>		\$109.00	
Classic Notary Package <i>(choose stamp case color)</i>		\$112.00	
Deluxe Notary Package <i>(choose stamp case color)</i>		\$189.00	
Notary Bond & State Filing Fees		\$75.00	
4 YEAR ERRORS & OMISSIONS POLICIES			
\$ 10,000 Errors & Omissions Policy		\$50.00	
\$ 25,000 Errors & Omissions Policy		\$80.00	
\$ 50,000 Errors & Omissions Policy		\$208.00	
\$100,000 Errors & Omissions Policy		\$416.00	
ADDITIONAL SUPPLIES			
Round Self-Inking Stamp <i>(choose stamp case color)</i>		\$27.00	
Notary Public Record Book		\$10.00	
Heavy Duty Round Self-Inking Stamp		\$38.00	
Rectangular Self-Inking Stamp <i>(choose stamp case color)</i>		\$24.00	
Rectangular Mobile Stamp <i>(additional colors available online)</i>		\$25.50	
Notary Embosser <i>(additional colors available online)</i>		\$28.50	
Heavy Duty Rectangular Self-Inking Stamp		\$35.00	
Notary Study Course		\$36.00	
Impression Inker <i>(For use with the Notary Embosser)</i>		\$17.00	
Display Sign <i>(additional colors available online)</i>		\$15.00	
American Society of Notaries One Year Membership		\$39.00	
Shipping & Handling			\$9.95
		AMOUNT ENCLOSED	

If we cannot process your order within 12 months due to lack of information, we are no longer obligated to fulfill your order and payment becomes non-refundable.

Payment: Check Money Order    

Name On Card: _____ Card No.: _____ Expires: _____ MM/YY

Billing Zip Code: _____ Phone: _____ (XXX) XXX-XXXX Signature: _____
For Credit Card Authorization Only

Choose your stamp case COLOR:

Rectangular Self-Inking Stamp



Round Self-Inking Stamp



See Reverse Side for Product Descriptions!

Mail my products to: Home Business Other Address:

Business Name (If applicable) _____

Street Address/PO Box _____

City _____ State _____ Zip _____

Email Address *(By providing your email address on the order form or application, you are opting in to receive emails such as order statuses, renewal reminders, law updates and other notary related information.)*

ORDER YOUR NOTARY PUBLIC SUPPLIES NOW!

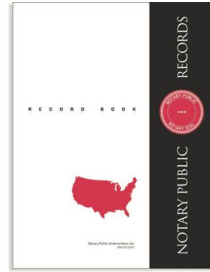
For More Notary Products & Options Visit Our Website at www.NotaryPublicUnderwriters.com



Round Self-Inking Stamp

\$27⁰⁰

The Trodat® round self-inking stamp produces thousands of consistent impressions without the need of a separate stamp pad. Designed to produce an imprint equal in size to the notary embosser. This stamp can also be carried without creating a mess thanks to the cap supplied. (Choose stamp case color on front of form.)



Notary Public Record Book

\$10⁰⁰

Record the details of the notarial acts you perform with this record book. It includes room for 256 entries and complete "how to" instructions.

Maintaining a record book is required by Kansas law.



Heavy Duty Round Self-Inking Stamp

\$38⁰⁰

High-quality stamp designed for high volume usage and many years of service. Great for notary and professional legal seals.

Rectangular Self-Inking Stamp

\$24⁰⁰

Express yourself with one of our colorful self-inking stamps! The *Printy* stamp from Trodat® is now available in many exciting colors. Get clear, crisp impressions without using a stamp pad. (Choose stamp case color on front of form.)



Rectangular Mobile Stamp

\$25⁵⁰

This compact stamp is perfect if you are always on the go. It's convenient for traveling, while still producing crisp, clear impressions, making it a great addition to your regular notary stamp. *Additional colors available online.*



Rectangular stamp imprint - not actual size.



Round stamp & embosser imprint - not actual size.



Notary Embosser

\$28⁵⁰

This portable embosser, with soft rubber grip handle, produces a clear, raised impression with every use. Kansas law requires inking of embossed seal imprint. We recommend our impression inker.



Additional colors available online.

Heavy Duty Rectangular Self-Inking Stamp

\$35⁰⁰

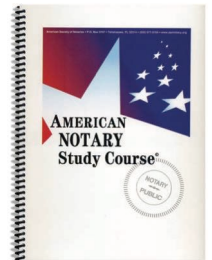
This professional stamp is ideal for notaries adding their official seal to documents with ease and efficiency. An excellent choice for high volume usage.



Notary Study Course

\$36⁰⁰

Strengthen your notarial knowledge! The American NOTARY Study Course provides standard notarial procedures and best practices. This comprehensive notary study course trains prospective and current Kansas notaries to officiate lawfully and confidently.



Impression Inker

\$17⁰⁰

A must have, since Kansas law requires inking of embossed seal imprints. The inker quickly marks the raised portion of the impression with black ink.



Display Sign

\$15⁰⁰

This professional 5" x 7" personalized notary sign may be displayed on your wall or desk. It is custom engraved with your name and is attractively finished with gold raised lettering on a black background. *Additional colors available online.*



One Year Membership

\$39⁰⁰

American Society of Notaries

Join the nation's original professional non-profit association for notaries public in the United States. American Society of Notaries is dedicated to providing its members with education, professional service and technical support; promoting high ethical standards; and increasing public awareness of notaries' valuable contributions.

Lifetime Guarantee on all Stamps and Seals!

1.800.826.2297 • www.NotaryPublicUnderwriters.com

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WHO PROTECTS YOU?

The Notary Bond Protects the Public. Errors & Omissions Insurance Protects You!

Lawsuits involving Kansas notaries are on the rise. Even if the suit is not valid, you may still face an expensive legal bill for defending yourself. The required notary bond protects the public, not you.

Notary Public Errors & Omissions Insurance defends you against lawsuits. For pennies a day you can be protected against financial loss.

Can you afford a costly lawsuit because you made a small mistake during a notarization?

Gain peace of mind. Purchase the Notary Errors & Omissions policy that best fits your needs.

Errors & Omissions is Affordable. Make Sure You're Covered.

Further questions? Contact us at 1.800.826.2297 or info.ks@npuonline.com and we'll be happy to help.

Or visit our website:

www.NotaryPublicUnderwriters.com

Consider these Actual Cases:

- A property owner and a bank sued a Notary. She did nothing wrong, but was deceived by identity thieves. The Notary chose to pay to settle both lawsuits rather than endure prolonged litigation. An Errors & Omissions policy would have protected her.
- A Notary witnessed the signature of a minor on a deed transfer, using a passport as identification. When the parents divorced, the Notary was sued on behalf of the child by her legal guardian. Because she had an Errors & Omissions policy, the Notary avoided substantial legal fees. She was fully protected.
- In a real estate transaction, a Notary witnessed signatures that later proved to be forgeries. Even though she was acting on instructions from her boss, the notary was held liable for \$5,000 in damages.

See the Order Form to Sign Up – TODAY!

All Prices Cover Your Entire 4-Year Term!

PRODUCT DESCRIPTION	PRICE
\$10,000 Errors & Omissions Policy	\$50.00
\$25,000 Errors & Omissions Policy	\$80.00
\$50,000 Errors & Omissions Policy	\$208.00
\$100,000 Errors & Omissions Policy	\$416.00

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Notary Errors & Omissions policies are underwritten by Universal Surety of America.