

# NEBRASKA SECRETARY OF STATE

**Business Services Division: Notary**  
 1445 K St., Suite 1301 State Capitol Bldg.  
 P. O. Box 95104 \* Lincoln, NE 68509  
[www.sos.ne.gov](http://www.sos.ne.gov)

## NOTARY RENEWAL APPLICATION

This application is only accepted within the 30 days immediately preceding your current commission expiration date.

APPLICANT INFORMATION										
<b>Print your legal name as it appears on your driver's license, state identification card, or voter's registration (if no driver's license). We suggest your legal name, signature, and seal all match.</b>										
Last Name		First Name		MI		Date				
Home Address										
Street Address						Suite/Unit #				
PO Box (if any)			City			State			Zip Code	
E-mail Address					Phone Number					
Business Address (Required for non-resident applicant.)										
Company Name										
Street Address						Suite/Unit #				
PO Box (if any)			City			State			Zip Code	
E-mail Address					Work Phone Number					
<b>Return Commission Certificate to:</b> <input type="checkbox"/> Home Address <input type="checkbox"/> Business Address <input type="checkbox"/> Email Address at:										
<i>Non-resident applicants must also submit an Evidence of Employment in Nebraska form.</i>										
NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA										
1. Have you been convicted of a felony?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	4. If you are bilingual, would you allow your name to be placed on a list of bilingual notaries?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2. Have you been convicted of a crime involving fraud or dishonesty?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	4a. List languages in which you are fluent:					
2a. If yes, please detail conviction, the state and the date of the crime. (Attach additional pages if needed.)					5. When does your current commission expire?					
3. Has your name changed since your previous commission?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Affix impression of your seal below:					
3a. If yes, please list previous name.										
ELECTRONIC NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA										
6. If you're an electronic notary in the State of Nebraska do you want to renew the registration?								YES <input type="checkbox"/>	NO <input type="checkbox"/>	
7. What technology do you intend to use for electronic notarization?										
8. I prefer an electronic registration certificate be sent to me at the following email address:										
NOTARIAL OATH										
<b><i>Your signature below will be used to verify signature authenticity when performing notarial acts. You must sign consistently.</i></b>										

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 and/or Electronic 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)

^Affix Official Notary Seal^

\_\_\_\_\_  
 Signature of Notary Public

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P. O. Box 95104 \* Lincoln, NE 68509

[www.sos.ne.gov](http://www.sos.ne.gov)

## NOTARY RENEWAL APPLICATION

### APPLICANT INFORMATION:

**Name:** Enter your legal name for our records. Print name as is listed on your state issued driver's license, identification card, or voter registration name (if no driver's license).

**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. Entering your email address is optional.

**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. Entering your email address is optional.

Indicate where you would like your certificate(s) returned by checking the appropriate box. If email is selected, provide the email address where the certificate(s) should be sent.

Please note that email addresses submitted on this application become part of the public record.

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. Read each question carefully and clearly mark the appropriate box or fill in the details to answer question.

### ELECTRONIC NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA:

If you've previously been registered as an electronic notary, complete questions 6 and 7 in this section in order to renew your electronic notary registration. Read each question carefully and clearly mark the appropriate box or fill in the details to answer the question. Provide an email for question 8 if you would like an electronic certificate of registration sent to you. If you are not an electronic notary and would like to register, complete the Electronic Notary Registration available online at [www.sos.ne.gov](http://www.sos.ne.gov).

Eligibility to register as an Electronic Notary requires a notary hold a valid commission in the State of Nebraska, satisfy the educational requirement of section 64-305; pay the fee required under section 64-306. If you have not met this eligibility but want to register, please email [sos.enotary@nebraska.gov](mailto:sos.enotary@nebraska.gov) or call (402) 471-4425 for more information.

You are not authorized to perform electronic notarial acts (enotizations) until all requirements are completed and you have received your Electronic Notary Certificate of Registration.

### NOTARIAL 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. 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 for use in another country.

Your commission certificate and seal will be issued to match your signature as signed on this application.

### REQUIREMENTS:

Applicant must submit the following: Notary Renewal Application for Notary Commission and/or Electronic Notary Registration, \$15,000 surety bond, U.S. Citizenship Attestation Form, Evidence of Employment in Nebraska Form (Non-residents Only) and pay the \$30 renewal fee for notary. If the applicant is also renewing their electronic notary registration they must pay the \$100 renewal fee for electronic notary in addition to the notary renewal fee. All fees must be made to the Nebraska Secretary of State.

If you have any questions when completing the application, contact the Business Services Division – Notary online at: [sos.notary@nebraska.gov](mailto:sos.notary@nebraska.gov) or call (402) 471-2558. eNotary online at: [sos.enotary@nebraska.gov](mailto:sos.enotary@nebraska.gov) or call (402) 471-4425.