



RENEWAL APPLICATION PROCESS ADVISORY

Nebraska Statute §64-104 provides that a Notary may begin the renewal process within the 30 day period prior to the date of expiration of their current commission by filing a renewal application, new bond, United States Citizenship Attestation Form, paying the \$30.00 renewal application fee and sending to the Secretary of State's Office Notary Division, P.O. Box 95104, Lincoln, NE 68509.

The renewal application, bond, United States Citizenship Form each properly completed and signed, must be accompanied by the \$30.00 renewal fee and received in the Secretary of State's Office no later than 5:00 p.m. on their commission expiration date.

If your commission expiration date falls on a weekend date (either Saturday or Sunday), the renewal materials must be received in the Secretary of State's Office no later than 5:00 p.m. on the Friday preceding the weekend. Commissions which expire on a holiday which occurs during the business week must be received by 5:00 P.M. the preceding business day.

Statute 64-104 clearly states that renewal applications received after the commission expiration date shall be made in the same manner as a new application. Initial applicants are now required to take and pass a test; submit a properly completed, notarized initial application form and a new bond; pay the \$30.00 initial commission application fee, and complete the United States Citizenship Form and send all to the Secretary of State's Office.