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**NO**  
62-01

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

**Kansas Office of the Secretary of State**

THIS SPACE FOR OFFICE USE ONLY.

**Instructions: All information must be completed or this form will not be accepted.**

**IMPORTANT: You are not a notary until you receive your notary certificate at your residence from the Kansas Secretary of State. Do not submit the appointment form until 90 days prior to your expiration date. The appointment form must be submitted by mail.**

**A. Personal Information**

**Please check one:**

New appointment     Reappointment

**1. Applicant's name** (Must match name on the seal.)

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

**2. Residential address** (P.O. box is not acceptable.)

Street Address		
City	State	Zip

**3. Business address** (Optional)

Street Address		
City	State	Zip

**4. Daytime phone** (Required)

**5. Secondary phone** (Optional)

**6. Expiration date of last Kansas appointment**

Month	Day	Year
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**7. Affix an impression of applicant's seal/stamp**

**For reappointment only:**

**Your current commission expiration date must be used until after the date of expiration has passed.**



## B. Oath

I do solemnly *swear*\* (sincerely and truly declare and affirm) that I am a legal resident of the state of Kansas, or a resident of a bordering state who regularly carries on a business or profession or is regularly employed in the state of Kansas; that I am over the age of 18 years and am able to read and write the English language; that I will support the Constitutions of the United States and the state of Kansas; that I have not been convicted of a felony or had a professional license revoked; and that I will faithfully discharge the duties of the office of Notary Public according to the law. *So help me God*\* (And this I do under the pains and penalties of perjury).

### 8. Applicant's signature

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### 9. State of \_\_\_\_\_ County of \_\_\_\_\_

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(Seal)

### 10. Signed and sworn to before me on:

Month	Day	Year
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### 11. My appointment expires:

Month	Day	Year
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### 12. Notary's signature

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\* You may say the phrase inside the parentheses instead of the italicized words.

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

Know All Persons By These Presents: That we, the above-named applicant as principal and

### 13. Name and address of surety company

Travelers Casualty and Surety Company of America			
Street Address One Tower Square			
City Hartford	State CT	Zip 06183	

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 seven thousand five hundred dollars (\$7,500) 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 K.S.A. 53-120 to report to the secretary of state the outcome on any claim filed on this bond.

### 14. Signature of Attorney-in-Fact

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### Date

Month	Day	Year
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\*\* Attach corporate seal or submit with the Power of Attorney.





Since 1964



PO Box 940489  
Maitland, Florida 32794-0489

☎ : (800) 422-1555  
☎ : (800) 224-6368  
✉ : notaryhelp@notaries.com  
🌐 : www.notaries.com

## KANSAS NEW AND RENEWING NOTARY ORDER FORM

REQUIRED ITEMS DESCRIPTION (Meets/exceeds all requirements of Kansas Notary Law)	PRICE	SUBTOTAL
Notary Package: Includes Four Year State Required \$7,500 Notary Bond, State Filing Fee, Customized Self-Inking Stamp (12 colors to choose from) and a Certificate Suitable for Framing. <b>Circle Stamp Color Choice:</b> <input type="checkbox"/> Black <input type="checkbox"/> Pink <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Mango <input type="checkbox"/> Lilac <input type="checkbox"/> Gray <input type="checkbox"/> Neon Pink <input type="checkbox"/> Neon Orange <input type="checkbox"/> Neon Green (If you do not choose a color for your stamp, you will receive gray)	\$85	\$85
<b>Recommended Errors &amp; Omissions Insurance Upgrade - Choose One</b> +		
\$10,000 Coverage	\$20.00	
\$15,000 Coverage	\$30.00	
\$20,000 Coverage	\$40.00	
\$25,000 Coverage	\$50.00	
\$30,000 Coverage	\$60.00	
\$50,000 Coverage	\$110.00	
\$100,000 Coverage	\$170.00	
<b>ADDITIONAL NOTARY TOOLS</b> +		
Customized Notary Embosser Seal (4 colors to choose from) <input type="checkbox"/> Black <input type="checkbox"/> Pink <input type="checkbox"/> Blue <input type="checkbox"/> Red <b>Circle Seal Color Choice</b> (If you do not choose a color, you will receive black) Black, Pink, Blue, & Red embossers match black, pink, blue and red customized self-inking notary stamps for a uniformed look.	\$35.00	
Record Keeping Journal for Notaries	\$15.00	\$15.00
Inkless Pocket-Sized Finger Printer to Compliment Journal	\$10.00	
Display Sign	\$6.00	
+		
Shipping & Handling	\$11.95	\$11.95
<i>All Customized Self-Inking Notary Stamps come with state required black ink. The choice of color is for the stamp casing only and not ink.</i>	<b>Amount Enclosed</b>	

Thank you for your interest in becoming a notary public. Our company has made the process simple. Because we are approved by the Kansas Secretary of State and Kansas Department of Insurance to file your application, we can promise fast turnaround and excellent customer service. Plus, your customized self-inking notary stamp is made in our own in-house stamp and seal division, ensuring a high quality product and timely delivery.

Should you require additional information, please call on us.

Sincerely,

Derrick Huckleberry

1. All forms should be printed legibly.
2. Follow instructions on reverse side.
3. Total your order form and mail it along with your application, bond and payment to:

**Huckleberry Notary Bonding, Inc.**  
**Home Office Notary Processing**  
**P O Box 940489**  
**Maitland, FL 32794-0489**

4. In approximately 4 weeks, you'll receive your notary stamp and supplies from us and your notary certificate from the state.



CHECK/MONEY ORDER               

CARD NUMBER:

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EXPIRATION DATE:

--	--	--	--

SECURITY CODE:

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NAME ON CARD: \_\_\_\_\_

SIGNATURE OF CARDHOLDER: \_\_\_\_\_

DAYTIME PHONE NUMBER: (      ) -      -      EMAIL ADDRESS: \_\_\_\_\_

\*All prices are for a four (4) Year notary term as required by law.

# PRODUCT DESCRIPTIONS



## CUSTOMIZED NOTARY EMBOSSER SEAL \$35

Our hand-held embosser seal creates a beautiful raised impression every time. This optional seal puts the finishing touch on your notarizations and is widely recognized when used on documents going to other states or international countries. Available in your choice of colors: black, pink, blue or red. Match it up with a gray, pink, red or blue customized self-inking notary stamp!



## RECORD KEEPING JOURNAL FOR NOTARIES \$15

Notaries in Texas are required to keep a record of all notarizations. Our Journal helps you keep a record of your notarial acts and even includes a space for finger prints. Pair it up with our Inkless Finger Printer!



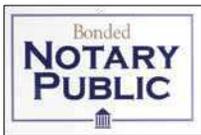
## INKLESS FINGER PRINTER \$10

Easy to use and no mess when used in conjunction with our Record Keeping Journal for Notaries. It's a great fraud deterrent.



## ROUND SELF-INKING NOTARY STAMP \$46

Our round self-inking notary stamp replaces or can be used in addition to our rectangular notary stamp. Creates crisp/clear impressions every time.



## NOTARY PUBLIC DISPLAY SIGN \$6

Our display sign lets others know you're a Notary.



## CUSTOMIZED SELF-INKING NOTARY STAMP \$32

Nine color choices to choose from and customized with your name, commission number and expiration date. It's the "gold" standard among notary stamps. Order an extra one to keep in your car, home or office.



## NOTARY LIABILITY INSURANCE (NOTARY ERRORS AND OMISSIONS)

Notary Errors & Omissions Insurance is a critical component of any notary's portfolio. It protects you, the notary, against any potentially devastating financial costs of lawsuits that could result from an error you make while acting in your official capacity as a notary. While not required, it's necessary in today's litigious climate and is available at affordable rates that coincide with your notary term. Here are several E&O facts:

- It safeguards you against costly time-consuming lawsuits. Even if the suit is frivolous, you could be faced with a large legal bill for defending yourself. Our policy covers legal fees.
- Your notary bond required by the state doesn't protect you. This is a common misconception. It merely protects those you notarize for. If a claim is filed against your bond, you have to reimburse the insurance company for any payments they make on your behalf. Unless you have Notary Errors & Omissions Insurance. It provides primary protection and pays the claim first.
- **Employer policies do not protect you** No matter what you are told, you are individually responsible for your own actions as a notary, even if you notarize only for work related purposes.
- Errors and Omissions coverage includes forgetting to affix your notary stamp to the document, not properly identifying the person signing the document, and other simple and common mistakes.

Errors & Omissions Insurance provides you with peace of mind, protecting you against any claim for an act or omission and personal liability while acting in the capacity of Notary Public. It also provides coverage for all defense costs and pays from the first cent. Furthermore, you'll have no repayment of claims back to the insurance company. No deductible, coverage on and off the job and affordable protection. Don't notarize without it.



## Complete the Application

### Part A.

1. Print name that you want to be commissioned under.
2. Enter your residence address (P.O. Box is not acceptable).
3. Enter your business address (P.O. Box is not acceptable).
4. We will manufacture your notary seal and will make the impression here.
5. Enter your daytime phone number.
6. Enter any secondary phone number (such as : cell or home).
7. IF YOU ARE A RENEWAL: enter your current expiration date.

### Part B.

WILL NEED TO BE COMPLETED IN FRONT OF A NOTARY

8. Sign your name to match #1 of the application.
- 9.-12. Will be completed by the notary.

### Part C.

The bond will be completed by our office when we receive your application.



## Select additional Notary supplies from our Order Form

- **Kansas notaries should use a journal as recommended by the State of Kansas — select item B** from the order form.
- **E&O Insurance is highly recommended** as it protects you the notary. Notary Bonds protect the public, not you the Notary.



## Send your payment information to us with the application

- Mail your 1 page application, order form and payment to us.
- In approximately 4 weeks, you will receive your notary seal from us and your notary certificate from the Secretary of State.

We are here for you. Any questions or comments, please call us at 1-800-422-1555.

**HUCKLEBERRY NOTARY BONDING INC . • TOLL FREE 800.422.1555 • FAX 800.224.6368**