

HOW TO BECOME A NOTARY

What is a notary?

The purpose of a notary is to prevent fraud and forgery. The notary acts as an official, unbiased witness to the identity of the person who signs the document. A Kansas notary public has five major duties:

1. Take acknowledgments
2. Administer oaths and affirmations
3. Take a verification upon oath or affirmation
4. Witness or attest a signature, and
5. Certify or attest a copy

Who can be a notary?

To be eligible to be a notary in Kansas, state law requires that a person must be:

1. At least 18 years of age
2. A Kansas legal resident, or a resident of a bordering state, who regularly carries on a business or profession in Kansas, or who is regularly employed in Kansas.



How do I become a notary?

Follow these steps to become a Kansas notary:

1. Complete the Notary Public Appointment Form, available on the Secretary of State's website, **sos.kansas.gov**.
2. Obtain a notary surety bond. State law requires a notary to be bonded for \$7,500. The bond must be a commercial surety bond from an insurance company licensed in Kansas. The surety bond company must complete the appropriate section of the Notary Appointment Form.
3. Obtain a notary seal. An impression of the notary stamp, or, if the seal is a stamp, a copy of the stamp must accompany the Notary Appointment form. Notary seals may be purchased at office supply stores or online.
4. Mail or deliver the Notary Appointment Form, surety bond, an impression or copy of the notary seal, and \$25 to the Secretary of State's Office.
5. The Secretary of State's office processes notary applications within 2-3 business days and mails approved applicants a Notary Certificate to their home address. An applicant may not notarize documents until they have received a Notary Certificate.

Note: *Notaries are appointed for four years. Appointments may be renewed by completing form NO available on the Secretary of State's website. Notaries are encouraged to submit their renewal application three months before their appointment expires to ensure their authority to notarize documents is uninterrupted.*