

# INSTRUCTIONS FOR COMPLETING DOCUMENTS

**IMPORTANT:** Applicants must successfully pass the notary test provided by Nebraska Secretary of State's Office to obtain a notary public commission. For information about requesting the notary test, please visit us at [info.ne@npunonline.com](mailto:info.ne@npunonline.com) or call us at 1.800.826.1744.

## STEP 1 ► APPLICATION

Type or print your last name, first name and middle initial. Enter "None", if you don't have a middle initial.

Your home street address is required.

If you are a non-resident applicant, your business information is required. **Non-Resident Applicants must also submit an "Evidence of Employment in Nebraska" form.** Visit us at [www.NPUNebraska.com](http://www.NPUNebraska.com) to download the form or call us at 1.800.826.1744.

## NOTARY PUBLIC QUALIFICATIONS

Please read each question carefully and answer all questions in this section.

## NOTARIAL OATH

IN THE PRESENCE OF A NOTARY PUBLIC, sign at the "X". **You can not notarize your own signature.** Have the notary public sign and place their notary seal date on the application.

NOTE: The notary's seal can not be placed over printed material or your application will be rejected.

**NEBRASKA SECRETARY OF STATE**  
Business Services Division, Notary  
1201 N Street, Suite 125, Lincoln, NE 68508  
P. O. Box 91018 • Lincoln, NE 68509

**INITIAL APPLICATION FOR NOTARY COMMISSION**  
Please type or print legibly in black ink. Applicants will be notified for incomplete responses.

**APPLICANT INFORMATION**

Last Name: Clark First: Wayne M.I. (None): None Date: 06/14/2020

Home Address: 3516 Middlebrook Lane Apartment/Unit #: Apt. 4-564

City: Omaha State: NE Zip: 68101

Home Phone: (531) 555-1234 E-mail Address (optional): wayne.clark@gmail.com

Business Address (Required for non-resident applicant, optional for resident applicant)

Company Name: CB Credit Union

Street Address: 1597 First Ave

City: Omaha State: NE Zip: 68101

Work Phone: (531) 555-5000 Extension: 350

**NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA**

1. Are you 19 years of age or older? YES  NO

2. Have you been convicted of a felony? YES  NO

3. Have you been convicted of a crime involving fraud or dishonesty within the last 5 years? YES  NO

4. Have you previously been commissioned as a Notary Public in the State of Nebraska? YES  NO

5. Has your name changed? YES  NO

6. If you are bilingual, would you allow your name to be listed on a list of Notary Publics in which you are fluent? YES  NO

**NOTARIAL OATH**  
Your signature below will be used to verify your signature on other documents. You must sign consistently.

I, Wayne Clark of the County of Douglas, State of Nebraska, do solemnly swear (affirm) under penalty of perjury, that the answers to all questions on this application are true and correct to the best of my knowledge and I am currently licensed (affirm) that upon appointment, I will appear before the Commission and give the Oath of Office and the State of Nebraska, and I will faithfully discharge the duties of Notary Public in and for the State of Nebraska according to the best of my ability.

Subscribed and sworn (affirmed) before me on this 14 day of June, 2020 (Month) (Year)

Signature of Applicant: Wayne Clark Signature of Notary Public: Donna Thompson

Notary Public Seal: Donna Thompson Commission Expires: September 30, 2023

## STEP 2 ► BOND AND OATH OF OFFICE

Print your name and sign at the RED (X) as you signed the application. **Leave remaining lines blank.**

Sign the Oath of Office at the RED (X) in the presence of a notary public. Your printed and signed name must match the application and bond.

Have the notary public sign at the double RED (XX), place their notary seal and expiration date on the Oath of Office.

**UNIVERSAL SURETY OF AMERICA**  
GENERAL NOTARY PUBLIC

KNOW ALL PERSONS BY THESE PRESENTS, BOND No. \_\_\_\_\_

THAT Wayne Clark of the town of Omaha in the county of Douglas and State of Nebraska is duly appointed General Notary Public within and for said State of Nebraska, as Principal, and UNIVERSAL SURETY OF AMERICA, as Surety, is lawfully and impartially bonded unto the State of Nebraska in the total sum of FIFTEEN THOUSAND DOLLARS (\$15,000), good and lawful money of the United States, to be paid to the State of Nebraska, for which payment well and truly made, we, heirs, executors and administrators, jointly and severally be these presents.

Whereas, the above bond has been appointed to the office of General Notary Public within and for said State of Nebraska, FOR A TERM OF FOUR YEARS FROM EFFECTIVE DATE OF COMMISSION.

Now the conditions of the above obligation are such that if said Principal shall faithfully and in all things perform all duties required of him by law as a General Notary Public within and for said State, during his/her continuance in office by virtue of said appointment, then the above obligation to be void else to remain in full force.

Scaled with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Applicant: Wayne Clark Signature of Notary Public: Donna Thompson

**PRINCIPAL'S OATH OF OFFICE**

I, Wayne Clark of the County of Douglas, State of Nebraska, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Nebraska, and that I will faithfully and impartially perform the duties of the office of General Notary Public according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence, and that from such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence to help me out.

Subscribed and sworn to before me on this 14 day of June, 2020

Witness my hand and official seal at \_\_\_\_\_ Nebraska

City: Omaha My commission expires: September 30, 2023

Notary Public Seal: Donna Thompson Commission Expires: September 30, 2023

## STEP 3 ► US CITIZENSHIP ATTESTATION

Please indicate if you are a US citizen or qualified alien. Then print your full name, sign and date the form.

## STEP 4 ► ORDER FORM

Select a notary package which contains a notary seal that is required by law. Indicate product case color where applicable. Select additional supplies you wish to purchase and total your order.

## STEP 5 ► PAYMENT

Mail the completed forms with a credit card number, check or money order made payable to **NOTARY PUBLIC UNDERWRITERS OF NEBRASKA** in the enclosed envelope.

**United States Citizenship Attestation Form**

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States. — OR —

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: \_\_\_\_\_ and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME: Wayne Clark

SIGNATURE: Wayne Clark

DATE: June 14, 2020

Please call 1.800.826.1744 for answers to your questions about completing this form.

Email: [info.ne@npunonline.com](mailto:info.ne@npunonline.com) • [www.NPUNebraska.com](http://www.NPUNebraska.com)

**Notary Public**  
UNDERWRITERS OF NEBRASKA, INC.

# NEBRASKA SECRETARY OF STATE

Business Services Division: Notary  
 1201 N Street, Suite 120, Lincoln, NE 68508  
 P. O. Box 95104 \* Lincoln, NE 68509  
[www.sos.ne.gov](http://www.sos.ne.gov)

## INITIAL APPLICATION FOR NOTARY COMMISSION

Please type or print legibly in black ink. Applications will be rejected for incomplete responses.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Home Address			
Street Address		Apartment/Unit #	
PO Box (if any)			
City	State	Zip	
Home Phone		E-mail Address (optional)	
Business Address (Required for non-resident applicant, optional for resident applicant)			
Company Name			
Street Address			
City	State	Zip	
Work Phone		Extension	
<i>Non-resident applicants must also submit an Evidence of Employment in Nebraska form.</i>			
NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA			
1. Are you 19 years of age or older?      YES <input type="checkbox"/> NO <input type="checkbox"/>	4. Have you previously been commissioned as a Notary Public in the State of Nebraska?      YES <input type="checkbox"/> NO <input type="checkbox"/>		
2. Have you been convicted of a felony?      YES <input type="checkbox"/> NO <input type="checkbox"/>	5. Has your name changed?      YES <input type="checkbox"/> NO <input type="checkbox"/>		
3. Have you been convicted of a crime involving fraud or dishonesty within the last 5 years?      YES <input type="checkbox"/> NO <input type="checkbox"/>	5a. If yes, please give previous name:		
3a. If yes, please detail the conviction, the state and the date of the crime: (attach additional pages if needed)	6. 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"/>		
	6a. List languages in which you are fluent:		
NOTARIAL OATH			
<i>Your signature below will be used to verify your signature on other documents. You must sign consistently.</i>			

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 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)

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

Nebraska

# UNIVERSAL SURETY OF AMERICA

## GENERAL NOTARY PUBLIC

KNOW ALL PERSONS BY THESE PRESENTS:

BOND No. \_\_\_\_\_

THAT \_\_\_\_\_,  
of the town of \_\_\_\_\_, in the county of \_\_\_\_\_  
and State of \_\_\_\_\_, lately appointed General Notary Public within and for said State of  
Nebraska, as Principal, and UNIVERSAL SURETY OF AMERICA, as Surety, is held and firmly bound unto the State of Nebraska in  
the penal sum of FIFTEEN THOUSAND DOLLARS (\$15,000), good and lawful money of the United States, to be paid to the State  
of Nebraska, for which payment well and truly made, we bind ourselves, our heirs, executors and administrators, jointly and severally  
by these presents:

Whereas, the above bounden has been appointed to the office of General Notary Public within and for said State of Nebraska, FOR  
A TERM OF FOUR YEARS FROM EFFECTIVE DATE OF COMMISSION.

Now the conditions of the above obligation are such that if the said Principal shall faithfully and in all things perform all duties  
required of him/her by law as a General Notary Public within and for said State, during his/her continuance in office by virtue of said  
appointment, then the above obligation to be void else to remain in full force.

Sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



X \_\_\_\_\_  
Signature of Applicant - Principal

UNIVERSAL SURETY OF AMERICA

By \_\_\_\_\_  
Attorney-in-Fact

### PRINCIPAL'S OATH OF OFFICE

STATE OF NEBRASKA }  
County of \_\_\_\_\_ } ss

"I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the  
Constitution of the United States and the Constitution of the State of Nebraska, and that I will faithfully and impartially perform the  
duties of the office of General Notary Public according to law, and to the best of my ability. And I do further swear that I do not  
advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States  
or of this State by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any  
political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence.  
So help me God."

X \_\_\_\_\_  
Signature of Applicant - Principal

\_\_\_\_\_ personally appeared before me and is known by the undersigned to be the same  
person designated as Principal in the foregoing bond and the identical person signing the oath of office of a general notary public.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

XX \_\_\_\_\_  
Notary Public Signature

Witness my hand and official seal at

\_\_\_\_\_, Nebraska  
City

[SEAL]

My commission expires \_\_\_\_\_, \_\_\_\_\_

# United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

<input type="checkbox"/> I am a citizen of the United States.
— OR —
<input type="checkbox"/> I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

**I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.**

<b>PRINT NAME</b>	_____
	<u>(first, middle, last)</u>
<b>SIGNATURE</b>	_____
<b>DATE</b>	_____

# Notary Public

UNDERWRITERS OF NEBRASKA, INC.

P.O. Box 7457 • Tallahassee, FL 32314-7457  
800.826.1744 • info.ne@npuonline.com

## ORDER ONE OF THESE COMPLETE NOTARY PACKAGES!

### Premium Notary Package

- ▶ 4 Year \$15,000 Notary Bond - \$40.00  
*(With free \$5,000 Errors & Omissions Policy)*
- ▶ State Filing Fee - \$30.00
- ▶ Rectangular Self-Inking Stamp - \$24.00 *(Plus Tax)*  
*(your choice of stamp case color!)*

**\$94<sup>00</sup>**

### Deluxe Notary Package

- ▶ 4 Year \$15,000 Notary Bond - \$40.00  
*(With free \$5,000 Errors & Omissions Policy)*
- ▶ State Filing Fee - \$30.00
- ▶ Rectangular Self-Inking Stamp - \$24.00 *(Plus Tax)*  
*(your choice of stamp case color!)*
- ▶ Record Book - \$10.00 *(Plus Tax)*
- ▶ \$25,000 Errors & Omissions Policy - \$80.00

**\$184<sup>00</sup>**

## ERRORS & OMISSIONS POLICIES\*

The required Notary Bond protects the public. Errors & Omissions Insurance protects you. With an E&O policy, you are protected against costly lawsuits your entire term. Don't go unprotected – get Errors & Omissions today. It's affordable!

\* Call for pro-rated rates for already commissioned notaries. Notary Bond and E&O policies are underwritten by Universal Surety of America.

PRODUCT DESCRIPTION	PRICE	TAX*	COST
Premium Notary Package <i>(choose stamp case color)</i>	\$94.00		
Deluxe Notary Package <i>(choose stamp case color)</i>	\$184.00		
Notary Bond & State Filing Fees	\$70.00	N/A	
<b>4 YEAR ERRORS &amp; OMISSIONS POLICIES</b>			
\$ 10,000 Errors & Omissions Policy	\$50.00	N/A	
\$ 25,000 Errors & Omissions Policy	\$80.00	N/A	
\$ 50,000 Errors & Omissions Policy	\$208.00	N/A	
\$100,000 Errors & Omissions Policy	\$416.00	N/A	
<b>ADDITIONAL SUPPLIES</b>			
Rectangular Self-Inking Stamp <i>(choose stamp case color)</i>	\$24.00		
Notary Public Record Book	\$10.00		
Mobile Stamp <i>(choose stamp case color)</i>	\$25.50		
<input type="checkbox"/> Silver <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Charcoal <i>(Default)</i>			
Pre-Inked Slim Stamp	\$27.50		
Display Sign	\$15.00		
Acknowledgment Stamp <i>(choose stamp case color)</i>	\$21.00		
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <i>(Default)</i>			
Jurat Stamp <i>(choose stamp case color)</i>	\$21.00		
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <i>(Default)</i>			
Notary Study Course	\$36.00		
American Society of Notaries One Year Membership	\$39.00	N/A	
<b>Shipping &amp; Handling</b> <i>(Required for tangible products)</i>	<b>\$7.00</b>		
		<b>AMOUNT ENCLOSED</b>	

\*Add applicable Nebraska state and local sales tax.

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.

### (✓) Choose your stamp case COLOR:



**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 (Any email you provide on the order form or application will be used to contact you about processing your order, notary news, law updates and renewal reminders.)

Payment:  Check  Money Order



Card No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_

For Credit Card Authorization Only

# ORDER YOUR NOTARY PUBLIC SUPPLIES NOW!

For More Notary Products & Options Visit Our Website at [www.NPUNebraska.com](http://www.NPUNebraska.com)



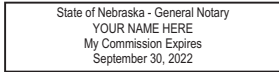
## Rectangular Self-Inking Stamp

**\$24<sup>00</sup>**

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 State Approved Notary Stamp-not actual size.



## Notary Public Record Book

**\$10<sup>00</sup>**

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 not required by Nebraska law, but it is recommended by the Secretary of State.*



If no stamp color is specified, you will receive Charcoal.

## Mobile Stamp

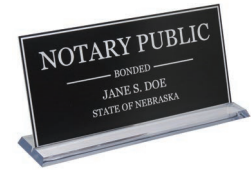
**\$25<sup>50</sup>**

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.

## Pre-Inked Slim Stamp

**\$27<sup>50</sup>**

This pre-inked stamp is designed for notaries on the move. The ergonomic style easily fits into your pocket or purse and produces thousands of crisp, clear notary stamp impressions. When you need more impressions, simply remove the top cover and add a few ink drops.



## Display Sign

**\$15<sup>00</sup>**

Advertise your services with this 3.75" x 7.875" personalized display sign. Custom engraved with your name in white lettering on a black background set on a clear acrylic base. *Additional colors available online.*

## Self Inking Certificate Stamp

Always be prepared for your notarizations! The Trodat self-inking stamp for ACKNOWLEDGMENT and OATH/AFFIRMATION notarizations allows you to use proper notarial language every time. Simply stamp the document, complete the notarial ceremony and fill in the certificate.

(Choose stamp case color on front of form.)



## Acknowledgment Stamp

**\$21<sup>00</sup>**

Image not actual size.

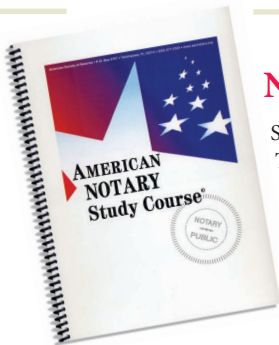
State of Nebraska  
County of \_\_\_\_\_  
  
The foregoing instrument was acknowledged before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_  
  
Notary Public Signature \_\_\_\_\_

## Jurat Stamp

**\$21<sup>00</sup>**

Image not actual size.

State of Nebraska  
County of \_\_\_\_\_  
  
Subscribed and sworn (or affirmed) before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
  
Notary Public Signature \_\_\_\_\_



## Notary Study Course

**\$36<sup>00</sup>**

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 Nebraska notaries to officiate lawfully and confidently.

## American Society of Notaries One Year Membership

**\$39<sup>00</sup>**



The original association for notaries public in the United States. Benefits include a toll-free help line, free listing in ASN's All-States Notary Locator, law updates and notarial guidelines, membership card, certificate and more. *(Non-Taxable)*

**Lifetime Guarantee on all Stamps and Seals!**

**1.800.826.1744 • [www.NPUNebraska.com](http://www.NPUNebraska.com)**

**Notary Public**

UNDERWRITERS OF NEBRASKA, INC.

# WHO PROTECTS YOU?

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

Lawsuits involving Nebraska 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 1.800.826.1744 and we'll be happy to help.

Or visit our website:

[www.NPUNebraska.com](http://www.NPUNebraska.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

**Notary Public**

UNDERWRITERS OF NEBRASKA, INC.

P.O. Box 7457 • Tallahassee, FL 32314-7457  
800.826.1744 • [info.ne@npuonline.com](mailto:info.ne@npuonline.com)

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