

RENEWAL INSTRUCTIONS FOR COMPLETING DOCUMENTS

STEP 1 ► APPLICATION

IMPORTANT: Your renewal application must be received in the Secretary of State's Office no later than 5:00 p.m. on your commission expiration date. If your expiration date falls on a weekend or a holiday, your application must be received in their office by 5:00 p.m. on the Friday preceding the weekend or by 5:00 p.m. the preceding business day. If your application is received after your expiration date, you will be required to successfully pass a written exam before reapplying.

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 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" as you want your name to appear on your commission. **You can not notarize your own signature.** Have the notary public sign, place their notary seal and expiration date on the application. **NOTE: The notary's seal can not be placed over printed material or your application will be rejected.**

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.

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.

NEBRASKA SECRETARY OF STATE
Business Services Division, Notary
1202 N. Street, Suite 125, Lincoln, NE 68508
P.O. Box 91228 • Lincoln, NE 68591

RENEWAL APPLICATION FOR NOTARY COMMISSION
Please type or print legibly in black ink. Application will be subject for stamping responses.
This application is only accepted within the 30 days immediately preceding your current commission expiration date.

APPLICANT INFORMATION

Last Name	Clark	First	Wayne	M.I. Name	None	Commission Expires	06/14/2020	
Home Address	3536 Middlebrook Lane						Apartment/Unit #	Apt. A-564
Street Address								
PO Box (if any)	None							
City	Omaha	State	NE	Zip	68181			
Home Phone	(531) 555-1234	E-mail Address (optional)		wayne.clark@domain.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) 555-5800	Extension	250				

NOTARY PUBLIC QUALIFICATIONS IN THE STATE OF NEBRASKA

Since last commissioned:

1. Have you been convicted of a felony?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	3. Has your name changed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
2. Have you been convicted of a crime involving fraud or dishonesty?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	4. If you are bilingual, would you allow your name to be printed on a Notary Public Seal in both English and Spanish?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

5. List languages in which you are fluent: _____

6. List date current commission expires: **September 13, 2020**

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

State of Nebraska County of Douglas

I, Wayne Clark, 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 not intend to provide false information. I will support the Constitution and laws of the United States and the State of Nebraska, and I will faithfully and impartially discharge the duties of Notary Public in and for the State of Nebraska according to the best of my ability.

Wayne Clark Subscribed and sworn to before me this 10 day of June, 2020 (Month) (Year)

Donna Thompson Signature of Notary Public

Notary Public Seal

Notary Public Commission Expires September 16, 2021

Revised 01/05/2019

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 do hereby appoint Wayne Clark as General Notary Public within and for said State of Nebraska, as Principal, and UNIVERSAL SURETY OF AMERICA, as Surety, to hold and faithfully discharge the duties of the office of Notary Public within and for said State, during his/her term of office, 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 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 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 term of 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 _____

Wayne Clark Signature of Applicant

UNIVERSAL SURETY OF AMERICA
By: _____ Signature of Notary Public

PRINCIPAL'S OATH OF OFFICE

STATE OF NEBRASKA }
County of Douglas }

I, Wayne Clark, 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, or affiliated with, any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence. Nor will I, during such time as I am in this position, do any act which would bring me into disrepute as 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.

Wayne Clark personally appeared before me and is known by the undersigned to be the same person designated 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 10 day of June, 2020

Witness my hand and official seal at Omaha, Nebraska, My commission expires September 30, 2023

Donna Thompson Notary Public Signature

Notary Public Seal

Notary Public Commission Expires September 16, 2021

Revised 01/05/2019

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 (Last, middle, initial)

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@npuonline.com • 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

RENEWAL APPLICATION FOR NOTARY COMMISSION

Please type or print legibly in black ink. Applications will be rejected for incomplete responses.
This application is only accepted within the 30 days immediately preceding your current commission expiration date.

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			
Since last commissioned:		3. Has your name changed? YES <input type="checkbox"/> NO <input type="checkbox"/>	
1. Have you been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/>		3a. If yes, please give previous name:	
2. Have you been convicted of a crime involving fraud or dishonesty? 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"/>	
2a. If yes, please detail the conviction, the state and the date of the crime: (attach additional pages if needed)		4a. List languages in which you are fluent:	
		5. List date current commission expires:	
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.

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

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!)

\$94⁰⁰

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

\$184⁰⁰

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	
4 YEAR ERRORS & OMISSIONS POLICIES			
\$ 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	
ADDITIONAL SUPPLIES			
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	
Shipping & Handling <i>(Required for tangible products)</i>	\$7.00		
		AMOUNT ENCLOSED	

*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



Rectangular Self-Inking Stamp

\$24⁰⁰

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

\$10⁰⁰

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

\$25⁵⁰

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

\$27⁵⁰

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

\$15⁰⁰

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

\$21⁰⁰

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

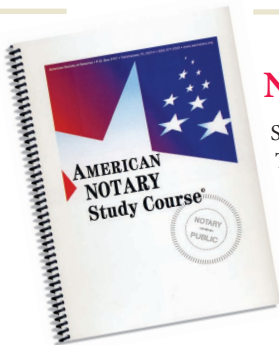
\$21⁰⁰

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

\$36⁰⁰

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

\$39⁰⁰



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

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

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@npunonline.com

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