



Notary Program  
Colorado Secretary of State  
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## NOTARY PUBLIC REGISTRATION CHECKLIST

(Remote Notary is a separate application)

This checklist is to help you gather all of your documents before you start your filing. The following documents must be scanned and uploaded during the application filing process:

### Affirmation (PDF)

- Form is provided after this checklist.
- Signed by you in front of a notary.
- There can be no blank/unfilled spaces.

### For U.S. citizens: ID Card

Do not upload your social security card.

One of the following types of ID:

- Front and back of a current Colorado driver's license or Colorado ID card.
- Signed U.S. passport.
- Current Bureau of Indian Affairs Card or Tribal ID.
- Current military ID card or common access card that has your photograph.
- Out of state driver's license or state ID card.

Make sure that the information on your ID is legible, and that the scan is right-side up.

If you have a Colorado driver's license or ID card (issued by the Dept. of Revenue), you can enter your ID number during the Attachments step instead of scanning and attaching a copy.

### For Non-U.S. citizens: Permanent resident card or Employment Authorization Document (EAD) card

You must also include your lawful presence documentation if you have either:

- a Colorado issued part 5 ID card, or
- an out of state driver's license that is invalid for identification or for federal purposes.

Copy both sides. Make sure that the information on your ID is legible, and that the scan is right-side up.

## Training Certificate

- Issued within the last 90 days by a state- approved trainer.
- Training can be completed with our office.
- Print and save your certificate showing that you passed.

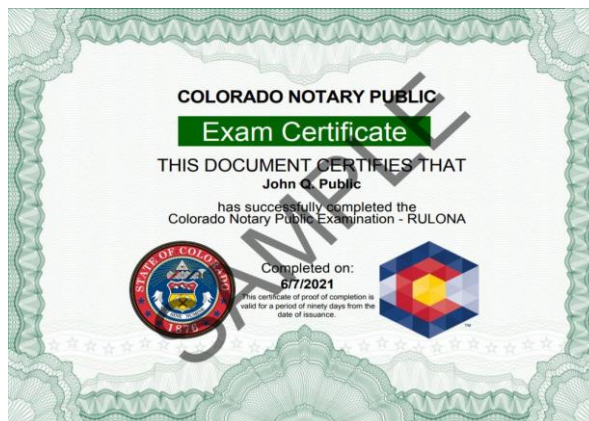
Colorado Secretary of State Training certificate example:



## Exam Certificate\*

- Issued within the last 90 days by our office.
- Do not attach printouts of the exam questions.
- Print and save your certificate showing that you passed.

Colorado Secretary of State Exam certificate example:



\*Please note that once your application has been approved, your eLearning account will be removed.

## Affirmation for Appointment and Commission as a Notary Public

### INSTRUCTIONS FOR COMPLETION

Make sure you are using the most recent form. If this is not the most recent form, the Department of State will be unable to process any portion of your application.

If you are registering to become or renewing a notary commission, you will be referred to as “Applicant”. If you are notarizing the affirmation, you will be referred to as “Notary”.

**Applicant:** The person registering or renewing a notary commission.

1. Type your name as it appears on your government issued identification. (Ex: driver’s license)

Note: Your middle name or suffix is optional.

Print Affirmation and go to a current notary with a commission issued by the state of Colorado.

2. In front of a notary, sign the affirmation using your official signature. This is the signature that is kept on file and will be used to authenticate the documents you have notarized.

**Notary:** Individual with a current notary commission issued by the state of Colorado. Failure to correctly notarize this document may be grounds for admonishment.

3. Write the county where the notarization is taking place
4. Write today’s Day and Month
5. Write today’s Year
6. Write the name of the applicant that signed the document.
7. Sign the affirmation using your official signature.
8. Write your RULONA Title. This must be one of the following:
  - a. Notary Public
  - b. Clerk
  - c. Deputy Clerk.
  - d. Judge.
9. Stamp the document ensuring the stamp is COMPLETELY in the white space at the bottom.
10. Complete a journal entry for this notarization.

#### Affirmation for Appointment and Commission as a Notary Public

**Applicant**

1 → Adam Applicant

Type name as it appears on your ID (middle name optional)

I, Adam Applicant, solemnly affirm, under the penalty of perjury in the second degree, as defined in section 18-8-503, Colorado Revised Statutes, that I have carefully read the notary law of this state, and if appointed and commissioned as a notary public, I will faithfully perform, to the best of my ability, all notarial acts in conformance with the law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that knowingly making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under section 18-8-503, Colorado Revised Statutes, and it shall constitute a separate criminal offense each time a public benefit is received based on such statement or representation.

2 → Adam Applicant

Applicant's official signature (must sign in front of a notary)

**Notary**

State of Colorado

County of Route

Signed and sworn to [or affirmed] before me on May 1, 2019

by Adam Applicant (applicant's name)

6 → Adam Applicant

7 → John Sample

Notary's official signature

8 → Notary Public

RULONA Title (Must write one of the following: Notary Public, Clerk, Deputy Clerk or Judge)

JOHN Q. SAMPLE  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20121234567  
MY COMMISSION EXPIRES AUGUST 8, 2020

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## Affirmation for Appointment and Commission as a Notary Public

### Applicant

I, \_\_\_\_\_, solemnly affirm, under the  
Type name as it appears on your ID (middle name optional)  
penalty of perjury in the second degree, as defined in section 18-8-503, Colorado Revised Statutes, that I have carefully read the notary law of this state, and if appointed and commissioned as a notary public, I will faithfully perform, to the best of my ability, all notarial acts in conformance with the law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that knowingly making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under section 18-8-503, Colorado Revised Statutes, and it shall constitute a separate criminal offense each time a public benefit is received based on such statement or representation.

\_\_\_\_\_  
Applicant's official signature (must sign in front of a notary)

### Notary

State of Colorado

County of \_\_\_\_\_

Signed and sworn to [or affirmed] before me on \_\_\_\_\_, 20 \_\_\_\_\_

By \_\_\_\_\_ (applicant's name)

\_\_\_\_\_  
Notary's official signature

(Stamp)

\_\_\_\_\_  
Notary Title