

Notary Public renewal checklist

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.

ID 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.

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

If you have either (1) a Colorado issued Part 5 ID card or (2) an out of state driver's license that is invalid for identification or federal purposes, you must also include a copy of your lawful presence documentation as listed below in **For non-U.S citizens**.

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

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

RULONA Training certificate

Notary public training certificate from a state - approved trainer issued within the last 90 days.

Certificate must show:

- Name of vendor
- Name of student
- Course name
- Date of completion
- Note stating certificate is only valid for 90 days after issuance
- Accreditation seal - if training was completed through an approved training vendor.

RULONA Exam certificate

Notary exam certificate issued by our office within the last 90 days. Do not attach printouts of the exam questions.

Print your certificate showing that you passed.

Tip: After finishing the test, close the testing window. Then, click the "Options" button and click on "View Completion Page". Next, click "View My Certificate".

Intent to notarize electronically (eNotary)

If you are currently approved to notarize electronically and want to continue you'll need to attach an updated Intent to notarize electronically (PDF) form.

Remote Notary renewal checklist

The following remote notary specific documents must be scanned and uploaded during the application filing process.

Remote Notary Affirmation (PDF)

- Form is provided after this checklist.
- Signed by you in front of a notary.

Training & Exam certificate

Remote notary specific training & exam certificate issued by our office within the last 90 days. Do not attach printouts of the exam questions.

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. Write the date of your commission expiration
10. Stamp the document ensuring the stamp is COMPLETELY in the white space at the bottom
11. Complete a journal entry for this notarization.

Affirmation for Appointment and Commission as a Notary Public

Applicant

I, _____, Type name as it appears on your ID (middle name optional) 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.

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)

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

Commission expiration

Affirmation for Appointment as a Remote Notary

Applicant

I, _____, 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 and will comply with the requirements of section 24-21-514.5, C.R.S., and the rules adopted under section 24-21-527, C.R.S., and I will faithfully perform, to the best of my ability, all notarial acts in conformance with the law.

Applicant's 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

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

Commission expiration

(Stamp)