

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

Applicant: The person renewing or registering to become a remote notary.

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. Sign the affirmation in front of a notary.

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 as a Remote Notary

Applicant _____

1 → 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 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.

2 → Adam Applicant
Applicant's signature (must sign in front of a notary)

Notary _____

3 → State of Colorado
County of Routt

4 → Signed and sworn to (or affirmed) before me on May 1st, 20 21

5 → by Adam Applicant (applicant's name).

6 → John Sample
Notary's official signature

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

8 → 08/08/2021
Commission expiration

9 →

10 →

JOHN G. SAMPLE
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20121234567
MY COMMISSION EXPIRES AUGUST 8, 2016

Affirmation for Appointment as a Remote Notary

Applicant

I, _____, solemnly affirm, under the penalty of
Type name as it appears on your ID (middle name optional)
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)