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)

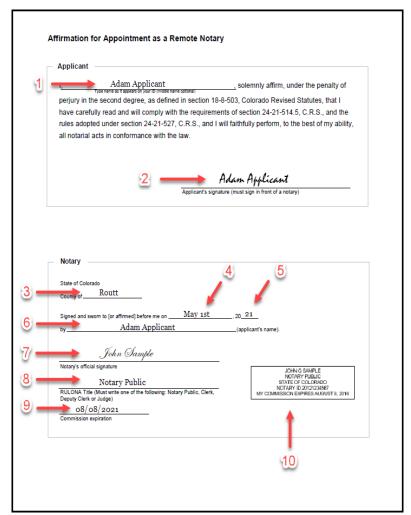
Note: Your middle name or suffix is optional.

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

l <u>,</u>	, solemnly affirm, under the penalty of
,, , , , , , , , , , , , , , , , , , ,	your ID (middle name optional) a, as defined in section 18-8-503, Colorado Revised Statutes, that I
•	comply with the requirements of section 24-21-514.5, C.R.S., and the
ules adopted under section	24-21-527, C.R.S., and I will faithfully perform, to the best of my ability,
all notarial acts in conforma	nce with the law.
	Applicant's signature (must sign in front of a notary)

State of Colorado	
County of	
Signed and sworn to [or affirmed] before me on	, 20
у	(applicant's name).
Notary's official signature	
	(Stamp)
RULONA Title (Must write one of the following: Notary Public, Clerk,	