

# 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.
- There can be no blank/unfilled spaces.
- Applicant's name must exactly match applicant's driver's license.
- Notary must use "Notary public" as their title.

## 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 valid for identification or 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:

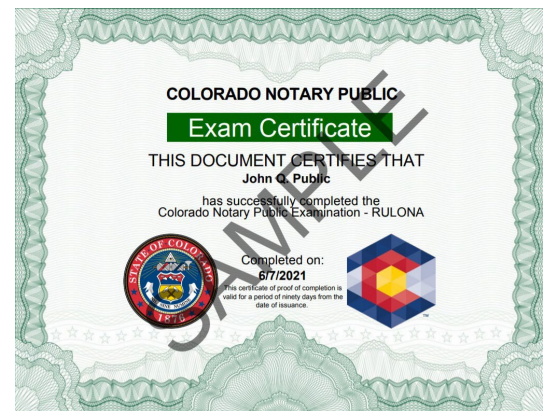


## Exam Certificate

- 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.



If Applicable:

## REMOTE NOTARY RENEWAL CHECKLIST

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

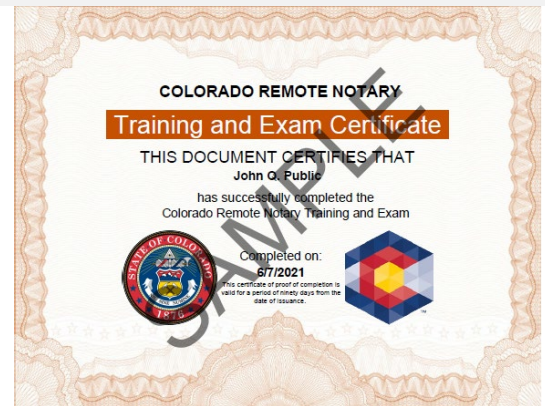
### Remote Notary Affirmation (PDF)

- Form can be found in the Forms link, under Remote Notary
- Signed by you in front of a notary.
- There can be no blank/ unfilled spaces.
- Notary must use "Notary public" as their title.

### Remote 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.
- Print and save your certificate showing that you passed.

Colorado Secretary of State Remote Notary Training & Exam certificate example:



## eNOTARY RENEWAL CHECKLIST

### 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.

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 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, 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 Routt ← 3

Signed and sworn to (or affirmed) before me on May 1, 2019 ← 4  
 by Adam Applicant ← 6 (applicant's name)

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)

9 →

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

## Affirmation for Appointment and Commission as a Notary Public

### Applicant

I, \_\_\_\_\_, solemnly affirm, under the  
Type the 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 notary)

### Notary

State of Colorado

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

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

By \_\_\_\_\_ (name of individual making statement)

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

(Stamp)

\_\_\_\_\_  
RULONA Title (Notary Public, Clerk, Deputy Clerk,  
or judge)