

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, 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 Reutt 3

Signed and sworn to [or affirmed] before me on May 1, 2019 4 5
by Adam Applicant (applicant's name) 6

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)

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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 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)