

## Become a Notary Public e-Filing 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 US passport.
- Current Bureau of Indian Affairs Card or Tribal ID.
- Current military ID card or common access card that has your photograph and signature (note that newer military ID cards may not meet this requirement).
- 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 a Colorado issued Part 5 ID card, you must also include a copy of your lawful presence documentation as listed in #3.

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-US 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.

### Training certificate

Notary public training certificate from a state-approved trainer issued within the last six months.

Certificate must show:

- Name of vendor
- Name of student
- Course name
- Date of completion
- Note stating certificate is only valid for 6 months after issuance
- Accreditation seal - if training was completed through an approved training vendor.

### Exam certificate

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

Print your certificate showing that you passed.

Helpful tip: After finishing the test, close the testing window. Then, under the "Achievements" heading, click on "Print".