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:

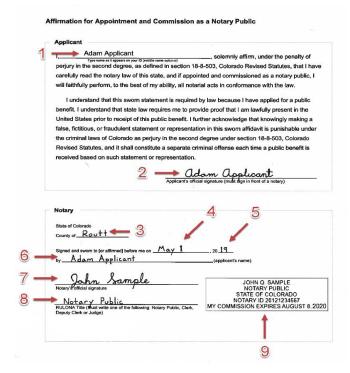
driver's license)

Note: Your middle name or suffix is optional.

Print Affirmation and go to a current notary with commission issued by the State of Colorado.

 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 buy 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.



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Applicant	
I,  Type the name as it appears on your ID (middle name optional)	, solemnly affirm, under the
penalty of perjury in the second degree, as defined Revised Statutes, that I have carefully read the not appointed and commissioned as a notary public, I was ability, all notarial acts in conformance with the	I in section 18-8-503, Colorado ary law of this state, and if will faithfully perform, to the best of
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 offence 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)
Title (Notary Public, Clerk)	