

December 26, 2023

Colorado Department of State Notary Program Rules (8 CCR 1505-11)

How do you propose an invoice for notarial services performed?

Good day,

My name is Lisa Marie Madrigal and I am a notary public in the state of Colorado. I am responding to the request for any resident to submit to the ruling listed above. Here's an example of how I would propose an invoice for notarial services performed. At this time I kindly request the consideration for another hearing to be held before adopting the new rule that is currently in the process of being adopted.

Sincerely,

Lisa Marie Madrigal
Lisa Marie Madrigal

General Notary Services:

The consumer is charged per notarial act which is \$15 per signer per the State of Colorado. A verbal discussion of notarial fees will be discussed with the consumer as well as the travel fee. An invoice will be submitted at the time of the signing appointment.

Loan Signing services from Title Company direct to Notary Public/ Loan Signing Agent:

This service consists on average of four acknowledgements and one jurat. For one consumer the notary fee would be \$75. Any additional notarial acts requiring signature must be disclosed to the notary for proper invoicing. This does not include the fee for loan document presentation for signatures on non-notarial certificates as well as any print fee, scan fee, courier fee that the notary signing agent is also providing service for. These fees are usually included in the fee the Title Company presents to the notary at the time of assignment.

Signing Services:

Signing services set a fee for services that the mobile notaries reply to for a set fee. That set fee can be anywhere from \$75 - \$125. We do not know the fee that was disclosed from the Title company to the Signing Service. The fee from the Signing Service is what the notary accepts which includes all notarial acts, printing, scanning, courier fees.