

# Bond Services

*(In affiliation with New Mexico Notary Services)*

*Underwritten by A.M. Best A+ ("Superior") rated RLI Insurance Company*



## Let us handle all your notarial needs!

**Our packages include everything you  
need for a new appointment or renewal.**

**We will even file your bond and  
application with the Secretary of State.**

### **Basic package includes:**

- ◆ \$10,000 Surety Bond
- ◆ \$10,000 of Errors and Omissions (E&O) Insurance
- ◆ State Fee (we file your paperwork)

*(all for only \$80.00)*

### **Optional packages:**

- ◆ Additional E&O Insurance
- ◆ Self-inking Stamps & Embosser Seals
- ◆ Journal of Notarial Acts

*(see enclosed price list)*

**Check ◆ Visa ◆ MasterCard ◆ American Express**

**Call toll free at:**

**1-888-812-6637**

**1-888-812-6644 (fax)**

If you are not currently a Notary, you must obtain your personalized stamp before your Notary Public Application and Notary Public Insurance Bond can be filed. To order your personalized stamp, please specify on the order form and include in your payment. We will create your stamp, place it on the application prior to filing, and mail to you for your use once commissioned.

**Follow these 3 simple steps and let us take care of the rest!**

- Step 1.** Complete both the *Notary Public Application* and the *Notary Public Insurance Bond* (exactly as shown on the enclosed Sample Page). As required by the Secretary of State, you must use **BLACK INK ONLY** when completing both forms or your Application and Bond will be rejected by the State.
- Step 2.** Complete the *Order Form* on the back of this page.
- Step 3.** Send your completed *Notary Public Application*, *Notary Public Insurance Bond*, *Order Form* and payment to:

**Bond Services**  
20325 N. 51<sup>st</sup> Ave., Ste. 134  
Glendale, AZ 85308

**That's it!**

**TO BE A NOTARY YOU MUST MEET THE FOLLOWING QUALIFICATIONS:**

- A. be a resident of New Mexico;
  - B. be at least 18 years of age;
  - C. be able to read and write the English language;
  - D. not have plead guilty or nolo contendere to a felony or been convicted of a felony; and
  - E.. not have had a Notary Public commission revoked during the past five years.
- **If your application is accepted, the Governor will issue a commission appointing you Notary Public for the term of four (4) years. You are not authorized to act as a Notary Public until you receive this commission.**
- **A Notary Public may be reappointed upon making application in the same manner as required for any original application. The Secretary of State sends each Notary Public a notice of his/her term's expiration.**

For more information about the laws pertaining to the Notary Public for the State of New Mexico, please visit the state's website at [www.sos.state.nm.us](http://www.sos.state.nm.us) or call their office at 1-800-477-3632 or 505-827-3600.

# Bond Services

(In affiliation with New Mexico Notary Services)

1- 888-812-6637

Fax 1- 888-812-6644

## ORDER FORM

PLEASE CHECK THE PRODUCTS YOU WISH TO ORDER

ALL BONDS ARE UNDERWRITTEN BY RLI INSURANCE COMPANY  
A.M. Best- A+ ("Superior") rated

**Basic Notary Package** .....

**\$80.00**

(Package includes your \$10,000 Bond, \$10,000 E&O Insurance, State Filing Fee, Application and Bond Filing)

Additional \$5,000 E&O (4 Yrs & Highly Recommended) ..... \$30.00

Additional \$10,000 E&O (4 Yrs) ..... \$50.00

Additional \$25,000 E&O (4 Yrs) ..... \$75.00

Notary Stamp (Self-Inking) ..... \$25.00

Embosser Seal ..... \$40.00

Journal of Notarial Acts ..... \$15.00  
(For your protection, it is highly recommended you keep a journal of your notarial acts)

**Complete Notary Package (Best Value)** .....

**\$90.00**

(Package includes your \$10,000 Bond, \$10,000 E&O Insurance, State Filing Fee, Journal of Notarial Acts, Application and Bond Filing)

**TOTAL** ..... \$ \_\_\_\_\_  
(All pricing includes applicable sales tax, shipping & handling)

Notary/Applicant Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: NM Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Please check your preferred payment option:

Check/Money Order (Payments to be made to *Bond Services*)        Visa        MasterCard        American Express

Credit Card No.                 Exp Date   /

Cardholder Name: \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**OFFICE OF THE SECRETARY OF STATE  
STATE OF NEW MEXICO  
NOTARY PUBLIC APPLICATION**

Complete this form and submit with a surety bond in **BLACK INK ONLY** as described on the reverse side and a check or money order for \$20.00 to: **Secretary of State, 325 Don Gaspar - Suite 300, Santa Fe, NM 87503**. Please type or print neatly. Illegible applications will be returned for clarification. You **may not** perform notarial acts until you have received a certificate of appointment from this office.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street City State Zip

Business Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_

Expiration Date of last N.M. commission, if any: \_\_\_\_\_

Business Phone: \_\_\_\_\_

**STATE OF NEW MEXICO OATH OF OFFICE**

Affix Applicant's seal or Notary Stamp

**County of:** \_\_\_\_\_  
 I hereby apply for appointment as a Notary Public of the State of New Mexico, I hereby certify that I am a resident of New Mexico; and that I am 18 years of age or older; and that I am able to read and write the English language; and that I have never been convicted of a felony; and that I have not had my Notary Public commission revoked during the past five years; I also do solemnly swear that, as a Notary Public of the State of New Mexico, I will support the Constitution and laws of the United States, and of the State of New Mexico and I will faithfully and impartially discharge the duties of my office to the best of my ability.

Name on seal or stamp must be identical  
 To applicant's name above

\_\_\_\_\_  
 Signature of Applicant (must match seal or stamp)

**SUBSCRIBED AND SWORN TO BEFORE ME THIS**

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

**SEAL**

\_\_\_\_\_  
 Signature of Notary Public

My Commission expires on: \_\_\_\_\_

**EVIDENCE OF QUALIFICATION:**

(Two New Mexico residents must sign below as proof of your good moral character)

Each of us is a resident of New Mexico and certifies that the above applicant is a person of good moral character.

1. \_\_\_\_\_  
Signature Street City State Zip

2. \_\_\_\_\_  
Signature Street City State Zip

**FOR OFFICE USE ONLY**

Date Approved By: Secretary of State \_\_\_\_\_ Governor

Date Commission Expires: \_\_\_\_\_ Date Appointed by: \_\_\_\_\_



RLI Insurance Company  
 P.O. Box 3967 Peoria IL 61612-3967  
 Phone: 309-692-1000 Fax: 309-692-8637

# NEW MEXICO NOTARY PUBLIC INSURANCE BOND

Bond No. \_\_\_\_\_

We jointly and severally bind ourselves, our heirs, executors, administrators and successors in interest, to the State of New Mexico in the sum of \_\_\_\_\_ Ten Thousand and No/100 Dollars ( \$ 10,000.00 ) on condition that the Principal (Applicant) shall faithfully discharge the duties of the office of Notary Public of the State of New Mexico from the date of his or her appointment until the expiration of his or her commission, upon fulfillment of which condition this obligation shall be void.

\_\_\_\_\_  
Signature of Principal (Applicant)

\_\_\_\_\_  
**RLI Insurance Company**  
Name of Insurance Company

\_\_\_\_\_  
Attorney in Fact

-----  
**ACKNOWLEDGMENT OF PRINCIPAL (APPLICANT)**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_  
(Name of Applicant)

**SEAL**

\_\_\_\_\_  
Notary Public

My Commission Expires on: \_\_\_\_\_

-----  
**ACKNOWLEDGMENT FOR INSURANCE COMPANY**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_ **Attorney in Fact** of **RLI Insurance Company**, a(n) **Illinois** corporation, on behalf of said corporation.  
(Insurance Company Name) (State of Corporation)

\_\_\_\_\_  
Notary Public

My Commission Expires on: \_\_\_\_\_

**Fee to the New Mexico Secretary of State is \$20.00.**



**SAMPLE PAGE**

Use **BLACK INK ONLY**  
as required by  
Secretary of State

# NEW MEXICO NOTARY PUBLIC INSURANCE BOND

Bond No. **FOR COMPANY USE ONLY**

We jointly and severally bind ourselves, our heirs, executors, administrators and successors in interest, to the State of New Mexico in the sum of \_\_\_\_\_ Ten Thousand and No/100 Dollars ( \$ 10,000.00 ) on condition that the Principal (Applicant) shall faithfully discharge the duties of the office of Notary Public of the State of New Mexico from the date of his or her appointment until the expiration of his or her commission, upon fulfillment of which condition this obligation shall be void.

**Your signature here - Must match stamp and application**

Signature of Principal (Applicant)

**FOR COMPANY USE ONLY**

**RLI Insurance Company**  
Name of Insurance Company

Attorney in Fact

## ACKNOWLEDGMENT OF PRINCIPAL (APPLICANT)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ Your name - Must match signature, stamp and application. (Name of Applicant)

Have your signature notarized  
by someone else.

**DO NOT NOTARIZE YOURSELF**

Notary Public

My Commission Expires on: \_\_\_\_\_

## ACKNOWLEDGMENT FOR INSURANCE COMPANY

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged by \_\_\_\_\_ of \_\_\_\_\_ **RLI** \_\_\_\_\_ corporation, on behalf of said corporation.

**FOR COMPANY USE ONLY**

Notary Public

My Commission Expires on: \_\_\_\_\_

**Fee to the New Mexico Secretary of State is \$20.00.**