



STATE OF NEW MEXICO
 GENERAL SERVICES DEPARTMENT
 RISK MANAGEMENT DIVISION

NOTARY PUBLIC SURETY BOND REQUEST

New Applicant

Renewal

Rider

 Applicant's Name First Middle Last Date (mm/dd/yyyy)
As it appears on most recently issued & unexpired state or federal identification card

 Applicant's Title Name of State Agency or Educational Institution

Mailing Address _____
Line 1

Line 2

Line 3

City State Zip Code

 Current Commission # Exp. Date (mm/dd/yyyy)

 Supervisor's Printed Name Supervisor's Title

 Supervisor's Email Address Supervisor's Contact Number

 Supervisor's Signature Date (mm/dd/yyyy)

Email notary bond requests to: notarybond.requests@gsd.nm.gov

Direct all questions to the Secretary of the State's Office concerning the new notary requirements, notary certificates, payments, or policies and procedures.

For your reference:
 Website: <https://www.sos.state.nm.us/notary-and-apostille/>
 Email: business.services@sos.nm.gov
 Phone: (505) 827-3600

Instructions for Requesting Notary Public Surety Bond

Employees of State Agencies and Educational Institutions are covered by the Risk Management Division may request a \$10,000 Notary Bond by following the steps below, or applicants may choose to use the **FILLABLE FORM**:

- The **exact** spelling of the notary **applicant's name** as it appears on their driver's license or other government-issued identification with a photo.
- Each request must include whether the bond requested supports a new application or renewal.
 - If the applicant is new, select "**new**."
 - If the applicant is seeking a renewal, select "**renewal**" and include the current commission number and its expiration date.
 - If the applicant has a name change, select "**rider**" and provide the exact spelling of the applicant's name.
- The **exact** mailing address for each requested bond.
- Supervisor's Signature must be either a "wet" signature or a digitally verifiable signature such as DocuSign or Acrobat.
- Requests for bonds should be emailed to notarybond.requests@gsd.nm.gov.
- Bonds will be issued once a week as determined by the GSD Risk Management Division.
- Bonds cannot be faxed or emailed as the "**original**" bond is required for applications for a notary commission from the Secretary of State's Office.

NOTE: For complete information and questions regarding the notary public requirements/law, notary certificates/commissions, notary policies/procedures, and payments for the notary program, get in touch with the Secretary of State's Office, Notary Division, at (505) 827-3600 or visit their website at <https://www.sos.state.nm.us/notary-and-apostille/>.