



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 As it appears on most recently issued & unexpired state or federal identification card Date (mm/dd/yyyy)

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/>.