



New Mexico Secretary of State

Business Services Division

325 Don Gaspar, Suite 300

Santa Fe, NM 87501

1-800-477-3632 www.sos.state.nm.us

Notary Public Application Information

Please Note: Application and bond must be completed in black ink. We do not accept application with background colors.

1. Prior to completing the application, a notary seal or stamp must be purchased from an office supply store. The seal or stamp must indicate "State of New Mexico" and not the name of a county, agency or professional title. Stamps which contain a signature line or round ink stamps are **not accepted**. A clear, legible impression of the applicant's seal or stamp must appear on the application where indicated.
2. Applications which contain liquid paper or signatures which have been traced or written over anywhere on the document will not be accepted.
3. The mailing and business addresses and both phone numbers must be filled out completely. The mailing address is where all mailings will be sent.
4. The applicant's name must be identical to their signature on the oath of office and surety bond. Do not include a middle initial on the application if it is not used on your seal/stamp, signature or surety bond.
5. The evidence of qualification (character references) requires the signatures and complete addresses of two New Mexico residents. This is in addition to the bond requirement (see #7 below).
6. The application fee is \$20. Your Check or Money Order should be made payable to the New Mexico Secretary of State. Money Orders must be filled out completely. Sorry, we cannot accept purchase documents. **DO NOT SEND CASH.**
7. Each notary public in New Mexico is required to obtain a ten-thousand dollar (\$10,000) surety bond. Please refer to reverse side of application for surety bond requirement information and instructions.

