



Arkansas Notary Application and Bond

Please complete the enclosed application, including your signature being notarized (by an Arkansas Notary only). If you do not have a notary contact, just drop by our office and sign before one of our notaries at no charge. Return the application with a check in the amount of \$50 payable to Offenhauser & Co. for the bond premium.

I will return the application and bond to you. Please do not forget to sign the bond form before sending to the Secretary of State. You will forward these documents to the Secretary of State along with a check, made payable to them, for the \$20 filing fee.

When you receive your appointment papers from the Secretary of State's office, take them, your original Notary Bond, and \$15 for the filing fee to the Circuit Clerk's office to take your oath.

Also enclosed is the information/application for Errors and Omissions coverage. This is optional, but additional coverage for your protection. Just check the amount needed if you want to accept this and add this premium to your check payable to Offenhauser & Co.

Please contact me if I can be of any further help by phone at 903-255-6204 or e-mail at apatrick@fwoins.com. In my absence, you may contact Jenny Blanke by phone at 903-255-6225 or email at jblanke@fwoins.com.

Sincerely,

OFFENHAUSER & CO.

Amber Patrick



Arkansas Secretary of State

Charlie Daniels

State Capitol • Little Rock, Arkansas 72201-1094
501-682-3409 • www.sos.arkansas.gov

Business & Commercial Services, 250 Victory Building, 1401 W. Capitol, Little Rock

Instructions: Return to the Arkansas Secretary of State the following materials:

Completed Application Certificate to be completed by notary or other authorized official other than yourself
\$20.00 application fee, Check or money order made payable to Secretary of State

Copy of surety bond or contract. The bond may be purchased from a bond or insurance company of your choice. Enclose a copy of the actual bond and not the application for the bond.

Name: Each time your name appears, it must be exactly the same as the name on your bond.

Application for Notary Public

I, _____ state that I am:

(Print or type name as printed on your bond)

- A bona fide citizen of the United States or a permanent resident alien (recorded *Declaration of Domicile* attached);
- A legal resident of Arkansas or of an adjoining state and employed in Arkansas;
- 18 years of age or older;
- Able to read and write English; and
- That during the past 10 years have not had my commission as a notary revoked.

Address of Residence (No Post Office Box) City State Zip County

Address of Employment, if not Arkansas Resident City State Zip County

Address to which you would like your commission and oath mailed, if different from above:

Address City State Zip

Now therefore, I respectfully make application as an Arkansas Notary Public for a commission of 10 years and further state under oath that the information contained in this application is true and complete.

(Signature as printed on your bond)

Date

Commission number (if applicable for renewing notaries)

Certificate

State of Arkansas
County of _____

Subscribed and sworn to before me on the _____ day of _____, _____.

Signature of Notary Public or other authorized official

ARKANSAS NOTARY PUBLIC ERRORS AND OMISSIONS LIABILITY INSURANCE

Why do you need E & O protection?

Notaries are vulnerable because they handle so many important documents – deeds, mortgages, titles and documents. You need liability coverage to protect yourself against claims of negligence while acting as a notary public. The cost of defending against a claim, no matter how unjustified, will in most cases be your responsibility, unless you have insurance. Your notary bond protects the public; the E & O protects you.

Protect Yourself!

Notarial lawsuits are becoming more common every day. The Notary Public Errors and Omissions Insurance can provide payment of legal expenses, even if the suit against you is groundless. With this low cost policy, you can safeguard yourself against costly and time consuming lawsuits. There is no deductible on a Merchants Bonding Company (Mutual) policy. The term of the policy is the same as your notary commission term.

Note: The information provided is intended only as a brief summary of the potential liability of a notary public and the protection an Errors and Omissions policy can provide. All statements herein are subject to the provisions, exclusions, and conditions of the applicable errors and omissions policy. Additionally, applicable policy coverage is not in effect until an application is made and the proper premium is paid.

APPLICATION

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

DATE OF COMMISSION: _____

CHOOSE ONE INDIVIDUAL ERRORS & OMISSIONS POLICY:

	\$5,000	10 Year Term	\$70
	\$10,000	10 Year Term	\$130
	\$15,000	10 Year Term	\$169
	\$25,000	10 Year Term	\$208
	\$50,000	10 Year Term	\$416

Be sure to add the selected premium to your payment.