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Your traditional commission allows you to perform in-person notarizations. To obtain your traditional commission, follow these instructions from the Secretary of State. After obtaining your commission, you must provide information about and upload a copy of it to your profile.Obtain E&O Insurance PolicyWhile E&O insurance is highly recommended, it is only required for notaries working in an on-demand capacity. Notaries serving their own customers or in-house notaries may optionally upload their E&O insurance.Generate a Digital Certificate in the Proof PlatformA digital certificate is an electronic credential that is used to digitally tamper seal notarized documents. Do not purchase it from another vendor as it will be provisioned after you verify your identity through an IAL2-Compliant Identity Verification on the Proof platform. Proof Certificate pricing varies, but special promotional discounts are available into 2025.Important: Make sure the name in your notary profile is identical to the name on your commission documentation. Differences between your profile name and the one in your documentation could delay issuance of your digital certificate.Please note: Be prepared to provide a government-issued primary ID, a supplemental (secondary) ID, and a selfie to complete the IAL2-Compliant Identity Verification to obtain your digital certificate.Generate an Electronic Signature and Notarial Seal in the Proof PlatformYour electronic signature and seal are used to sign and seal notarized documents. Do not purchase them from other vendors as they will both be freely provided to you by the Proof platform.The information that you provide during onboarding will be used to automatically generate a seal that complies with the particular legal requirements of your state.You will also create your signature during onboarding and are responsible to make sure that it matches your signature on file with the Secretary of State.Obtain Authorization to Perform Online NotarizationsTo obtain authorization to perform online notarizations, log in here and submit your application to the Secretary of State.You will also be required to complete a 1-hour remote notary training course and pass an exam (available here).If you have any questions, please contact the Secretary of State via this website.Complete Proof Platform CertificationAfter you complete the steps outlined above, you will be sent a link to a course and assessment of your understanding of the Proof platform. You must complete the course and score 80% or higher on the assessment. Notary Public FAQs Q1. Who can become a notary public? A1. In Colorado, you can become a notary public if you: Are 18 years of age or older, Are a citizen or permanently legal resident of the United States or otherwise lawfully present in the United States, Are a resident or have a place of employment or practice in Colorado, Can read and write the English language, Are not disqualified to receive a commission under section 24-21-523 (I) including: Have never been convicted of a felony Have not been convicted of a misdemeanor involving dishonesty in the past five years Have never had a notary commission revoked, and Have passed the Colorado notary exam after completing training. Q2. How do I become a notary public in Colorado? A2. Apply online and attach scanned copies of: Affirmation (PDF) form signed and notarized, Both sides of acceptable identification, Notary training certificate, Notary exam certificate, and If you are not a U.S. citizen, a copy of both sides of your permanent resident card or visa. Our office provides free online training and examination. See the Notary Public Training page. The filing fee can be paid online by credit or debit card. See the fee schedule. Q3. How long does it take my application to be processed? A3. Your application should be processed within three to five business days. Q4. How long do I have to fix the problem if my application is rejected? A4. Your application must be corrected and approved within 90 days of payment, or you will be required to start over and pay again. Q5. When can I start notarizing documents? A5. You can start notarizing documents when you receive an email notifying you that your application has been approved. Log in to print your Notary Commission Certificate. You must get and use an official stamp and a notary journal, as well. Q6. How often do I renew my notary commission? A6. You must renew your commission every four years. The commission term begins on the date you are approved as a notary. For example, if you are approved on January 1, 2019, your commission will expire on January 1, 2023. You can renew up to 90 days prior to your commission expiration date. Q7. How do I renew my notary commission? A7. You can renew online up to 90 days before your commission will expire. Beginning July 1, 2018, both new notaries and notaries renewing their commissions must attend approved training and take an online examination. Our office provides free online training and examination. See the Notary Public Training page. To renew online, attach scanned copies of: Your notarized Affirmation (PDF), Your ID, A certificate of completion for an approved notary training course, and A certificate showing successful completion of the online notary exam. The filing fee can be paid online by credit or debit card. See the Fee schedule. Q8. What do I do if my commission expired and I want to continue being a notary public? A8. First, log in, or register for online access. You will have to file a renewal and include a certificate of completion for an approved notary training course and a certificate showing successful completion of the online notary exam. The fee is the same as a new commission. See the Fee schedule. Do not apply as a new notary if you have been a notary in Colorado before. Q9. How do I sign up for notary training? A9. Online training and certification is free through our eLearning notary training course. Training is also available through approved vendors. Q10. What is acceptable identification? A10. Notary applicants must provide valid identification for proof of legal name, age, and lawful presence in the United States. Do not include your social security card. For U.S. Citizens- Acceptable identification includes: Valid Colorado driver's license, Note: documents issued under Part 5 of Article 2 of Title 42, C.R.S. to individuals not lawfully present in the U.S. and individuals temporarily present in the U.S. are not acceptable forms of identification Valid Colorado ID card, Valid state government identification that has been issued within the United States or any of its territories or possessions, Valid U.S. passport, Valid Military ID / Common Access Card, or Valid Native American Tribal ID card with photo. For Non-U.S. citizens- Acceptable identification includes: Permanent resident card or “Green card,” or Employment Authorization Document (EAD) card You must also include your lawful presence documentation if you have either: A Colorado issued Part 5 ID card, or An out of state driver’s license that is invalid for identification or federal purposes. Q11. What name should I put on the notary application? A11. You must put your legal name on the application. Middle names or middle initials are optional. The first and last name must match the name on your acceptable identification. If the last name on the identification contains more than one name, all of those names must be included in the last name field on the application and not abbreviated. Your official signature must be consistent, but it does not have to be an exact match to your legal name. For example, if your legal name is John Alan Doe, you can sign "JA Doe.” If your legal name is Catherine Smith, you can sign "Cathy Smith.” Q12. Is my training/exam certificate connected to my notary account? A12. No. Your eLearning account, on our website where you take the training and exam, is not connected to your notary account. You may have different login information for both. Please note that once your application has been approved, your eLearning account will be removed. You can use the same email and password to sign up again if needed. Q13. Why might my application get rejected? A13. Please review your documents before you submit. The following are common reasons that your application may get rejected: Applicant’s name doesn’t match ID Applicant’s ID is not current Attaching exam questions Attaching blank affirmation Attaching wrong affirmation (remote notary affirmation is different) Notary’s stamp is non-compliant on affirmation Notary uses wrong title on the affirmation Notary left blanks/unfilled lines on affirmation Q14. What certificate should I attach as a new/renewing notary? A14. You may have a training certificate from a vendor or course provider, but if you took our training, your certificate will look like this: Your exam certificate will look like this: Q15. What certificate should I attach to become a remote notary? A15. Your training and exam certificate will look like this: Notary Public FAQs Q1. What are the powers and duties of a notary? A1. A notary’s duty is to be a neutral witness to the signing of documents. A notary makes sure that signers are who they say they are and have entered into agreements knowingly and willingly. Notaries in Colorado can administer oaths and affirmations and certify copies. They can also take acknowledgements, depositions, witness signatures, affidavits, verifications, and other sworn testimony or statements. Q2. What is the difference between an oath and an affirmation? A2. Oaths and affirmations are both pledges sworn to before a notary public attesting to the truth of a given statement. An oath calls upon a supreme being as a witness, while an affirmation is made under penalty of perjury. Q3. What is an acknowledgement? A3. In an acknowledgment, the notary is guaranteeing that: The signer was in the notary’s presence, The notary identified the signer, and The signer acknowledged that the signature on the document is his or hers. Technically, acknowledgments don’t have to be signed in the notary’s presence. However, the notarization must take place in the signer’s presence. Q4. What is witnessing a signature? A4. When a signer appears and signs a document before a notary, the notary has witnessed a signature. The certificate may use words such as “signed before me”. The signer appeared before the notary, The notary identified the signer, and The notary watched the signer sign. Q5. Does the signer always have to be in my physical presence when I notarize a document? A5. Yes, unless you are performing a remote notarization using audio-video technology. For every other type of notarization, state law requires that the signer appear in the physical presence of the notary. You must also have satisfactory evidence of identity- evidence that signers are who they say they are. Violations of this requirement are the reason for more than half of all complaints filed against notaries. Q6. What is acceptable identification or satisfactory evidence of identity? A6. You must see an acceptable form of identification in order to have satisfactory evidence of identity. Acceptable identification must: Be an identification card or another form of government issued identification that is current or that has been expired for one year or less, and Contain either the signer’s signature or signer’s photograph. Identification requirements for remote notarizations differ from other notarizations; review the remote notary FAQs. Satisfactory evidence can include the sworn written statement (affidavit, declaration, etc.) of a credible witness personally appearing before the notary. The credible witness must personally know the signer who lacks sufficient identification. The credible witness must also either: Personally know the notary Be identified by the notary using sufficient identification or Credible witness requirements for remote notarizations differ from other notarizations; review the remote notary FAQs After notarizing the credible witness’s signed statement, the notary may opt to keep a copy but is not required to do so. As with all notarial acts, the notary must fully record the notarization in their journal and that journal entry is sufficient. Q7. What is a notarial certificate? A7. A notarial certificate, also called a notarization, is a written statement of your actions as a notary. A certificate must be used in every notarial transaction. A certificate is your testimony about the type of notarial act you have completed. The notarial certificate will have: A statement such as "subscribed and sworn to before me in the county of Denver, State of Colorado, by John Jones this 10th day of July, 2019", Your official signature, stamp, title of office, and commission expiration date, and The statement "Notary Public, my commission expires: January 31, 2022". For more information, refer to Notarization Format Examples. Q8. What must be in a notarial certificate? A8. A notarial certificate must have: The location where the notarization took place, including the county, Date of notarial act, You may not pre- or post-date any notarial certificate - there are no exceptions The type of notarial act (oath or affirmation, acknowledgement, witness signature, preparation of a certified copy), The notary's stamp, The notary's commission expiration date (the exact month, day and year of expiration), Title of office which is “notary public”, and The notary's official signature consistent with the signature that appears on the notary affirmation. Q9. Should a notary write out the full date on a notarization? A9. It is best practice for a notary to either write the full month, day, and year or to use this numeric format mm/dd/yyyy when writing the date in a notarial certificate. This will be especially important in year 2020. Failure to write all four digits of the year could lead to fraud because someone could easily add additional numbers to the end of the 20. Q10. Are notaries restricted to a county? A10. No. A Colorado notary public has authority to act anywhere in Colorado. Q11. Can I notarize documents that came from outside the state? A11. Yes. Documents originating from another state may be notarized as long as you perform the notarial act in Colorado and the signer appears before you. Q12. Can I notarize documents when I am physically outside the state of Colorado? A12. No. You can only perform notarial acts while you and the signer are physically in the state of Colorado. If performing a remote notarization, you must be located in the state of Colorado, but your customer may be located outside of the state of Colorado. Q13. Can a notary certify a copy of a Colorado birth, death, or marriage certificate? A13. No. RULONA prohibits a notary from certifying a copy of a record that can be obtained from the following Colorado offices: (I) A clerk and recorder of public documents; (II) The secretary of state; (III) The state archives; or (IV) An office of vital records. Federal and/or other state documents can be copied as long as they do not state on their face that it is illegal to copy the record. Notaries may certify copies of vital records, including birth, death, marriage and divorce certificates, from other states. Q14. Can I notarize a document that has spaces left blank? A14. No. A notary should skim the document for blanks and ask the document signer to fill them in. If spaces are intentionally left blank, then the signer should put a line through them or write "N/A.” Refer to section 24-21-525(7), C.R.S. Q15. Can I notarize a fax or a photocopy of a document? A15. Yes. A photocopied or faxed signature can be notarized as an acknowledgment if the original signer of the document appears before the notary. For example, the signer may have signed the original document in the past, but now only has a copy. The notary can take an acknowledgment from the signer that the signature on the fax copy is that of the signer. Q16. Can I notarize a document that doesn't have a date? A16. Yes, but if there is a space for a date it should be filled in with the correct date or lined through by the document signer. If the document simply doesn't have a date, you can notarize it and record in your journal that the document had no date. Q17. Can I notarize my own document or signature? A17. No. A notary public who has a disqualifying interest in a document cannot legally perform any notarial act in connection with that document. A notary public has a disqualifying interest in a document if the notary either: May receive directly, or as a proximate result of the notarization, any advantage, right, title, interest, cash, or property exceeding in value the sum of any fee properly received; or Is a party to or is named in the document that is to be notarized. In other words, if the document concerns you, or if you might benefit from it directly more than the notary fee charged (including free notarizations) you cannot notarize it. This prohibition extends to notaries who also translate documents and want to attest to the accuracy of their translation. Q18. Can I notarize documents for my spouse, children, parents or other relatives? A18. RULONA provides that a notary public also has a prohibited disqualifying interest in a record if specific relatives of the notary: May receive directly, or as a proximate result of the notarization, any advantage, right, title, interest, cash, or property exceeding in value the sum of any fee properly received; or Is a party to or is named in the document that is to be notarized. The specific relatives are the: The notary’s spouse or partner in a civil union, The notary’s ancestors (the notary’s parents, grandparents, etc.), The notary’s descendants (the notary’s children, grandchildren, etc.), and The notary’s siblings (sister or brother including half-siblings and step-siblings). A few examples of prohibited notarial acts include: A notary notarizing his son’s divorce documents, A notary notarizing a will in which the notary’s mother is a beneficiary (whether named or not named in the will) who will receive when the will is executed, and A notary notarizing her husband or wife’s signature on a business contract. It is unnecessary that the notary notarize the relative’s signature for the notary to have a disqualifying interest. Q19. How do I fix incorrect information on the document or on the notarial certificate? A19. Only the document signer can make changes to the document. Only the notary can correct the certificate. When you are correcting a notarial certificate, put a line through the mistake with ink, write the correction above or beside it, then initial and date the correction. Notary Public Training There are two ways to get your training and exam certificates. Free Secretary of State training classes Online training and exam is free through our eLearning notary training course. Our office will only accept training certificates from the vendors listed below. We don't endorse or recommend any approved vendor. "Approved vendor" means that we have verified that the vendor meets the minimum requirements for offering notary training. For more information, see the Notary program rules. Our office will be closed on Monday, May 26, in observance of Memorial Day. Notary Public Notary Public FAQs Q1. What is an electronic notary public? A1. An electronic notary public can notarize documents electronically. This option is only available to Colorado notaries who are currently commissioned and have been approved as eNotaries by the Secretary of State's Office. Q2. Does this mean that I can notarize a document without being in the same room as the signer? A2. No. The signer must be in the physical presence of the notary to affirm, swear to, or acknowledge the document being notarized electronically. Electronic notarization is different from remote notarization. Q3. How are electronic notarizations used? A3. An e-notarization is a document in electronic format that is signed and notarized electronically, then filed or transmitted electronically to its intended destination. They may be used in transactions between private parties who agree to it (such as a contract that is notarized and then e-mailed between the parties). Some counties in Colorado are accepting certain forms of electronic documents for filing, but you must have a contractual arrangement with the county. Q4. What does an electronic notarization look like? A4. POWER OF ATTORNEY [Electronic Record Document] I, John Doe [Principal’s name] being of sound mind and legal capacity, do hereby appoint Robert Smith as my true and lawful attorney in fact, to act for me in my name, place, and stead, and to manage my financial affairs on my behalf. In witness whereof, I have signed this Power of Attorney of my own free will. John Doe Principal’s signature July 1, 2018 Date ********** STATE OF COLORADO COUNTY OF DENVER Signed and affirmed before me on July 1, 2018 by John Doe. Signature: Mary Q. Notary NOTARY PUBLIC STATE OF COLORADO Notary ID: 20171234567 My commission expires July 1, 2021 DAN #20171234567-1234 Q5. How do I apply to become an eNotary? A5. Log in to our online system and look for the eNotary application link on the left side bar or under “Actions” on your Summary page. Q6. Do e-notarizations require a specific type of software? A6. You must select any tamper-evident technology and provide our office with the name of the software you’re using. Q7. What is a "DAN"? A7. “DAN” means the unique document authentication number issued by the Secretary of State and required by section 24-21-520(3), C.R.S., for electronic notarizations. [1] A notary must also include his or her notary identification number in an electronic notarization. Q8. What should I do if I lose control of a DAN? A8. Log in to your account to void the specific lost DANs. Select “Manage my numbers” from the eNotary section on your Summary page. Then, select the batch of DANs you need to void. Select the checkbox next to the DAN and then select “Void numbers”. Q9. How do I request more DANs from the Secretary of State? A9. Log in to your account and select “Get more numbers” under the eNotary section on your Summary page to request additional DANs. Q10. Can I call if I have questions? A10. You can contact us at notary@coloradosos.gov or 303 894-2200, option 2. [1] See 8 CCR 1505-11, rule 1.4 To become a Colorado notary, a notary applicant must:1. Colorado residents are eligible to apply.2. 18 age3. Never been convicted for a felony.4 Learn English grammar and writing skills.5. Never had a notary license revoked.If you meet the above qualifications, you can apply to become a Colorado notary by:1. Signature of the Affirmation to Appointment and Commission As a Notary Public Form and having it notarized.2. 2.Training courseA state-approved trainer3. Successfully passing the Colorado Secretary Of State’s notary exam.4. Complete an online Colorado notary public request on the Secretary Of State’s website.5. Upload your Affirmation Form, scan images of both your ID, training certificate and exam certificate to the Colorado Secretary-of-State’s website.6. The $10.00 notary public application fees must be paid.7. You will receive an email from the Colorado Secretary Of State with your approval letter and log-in information.8. Logging into your account on Colorado Secretary of State’s Website and printing your Colorado notary public commissioner certificate.Follow the instructions in the section above to become a Colorado Notary.For more information about how to become a Colorado Notary, please visit our Colorado law section. You can find more information at the Colorado Secretary of State’s Website.Renewing your Colorado notary commission You will need to submit an online application once again. However, the Affirmation of Appointment and Commission As a Notary Public form does not have to be completed. You will need to attend an approved training course again and take the online exam if your Colorado notary public license has expired after more than 30 days.You can renew your commission up to ninety day before its expiration date.To become a Colorado notaryTo have the Affirmation for Appointment & Commission as a Notary Public form signed by a notary public, you will need to pay a fee. Also, you must take a State-approved training course. A Colorado notary online course is available for $25.00 . The $10.00 filing fee to the Colorado Secretary Of State is another fee. This fee is used to process your notary applications. A notary public is also required.Colorado notary stamp And Colorado notary record bookJournal (prices may vary depending on which items you choose).Time it takes to get a job done.become a Colorado notary Depends on the date that the applicant completes it Notary public trainingThe Secretary of State’s notary exam. The Colorado Secretary of State will usually take three to five days to process your online notary request and email you a confirmation that you have been approved.The term of a Colorado notary is for four years. You can verify the date your term starts and ends by looking at the Colorado notary public commission certificate that you received from the Colorado Secretary of State. You will need to renew your Colorado Secretary of State commission in order to continue notarial services as a Colorado notary.A notary is not required to bond the Colorado Secretary of State.TheColorado Notary errors and omissions insurance policyThis is an optional, but highly recommended. You need to protect yourself as a Colorado notary by purchasing a Colorado errors and omissions policy. The policy covers unintentional errors and omissions by the notary.To become a Colorado notary and perform notarial acts within the state of Colorado, you will need to have a Colorado notary stampAnd a Colorado notary record book. A journal is also known as the Colorado record book. The following requirements must be met in order to obtain a Colorado notary stamp:1. Make an impression with ink2. Rectangular in shape3. Add a border or outline.4. Include the name of the notary.5. Add the words “Notary Public”6. Include the ID number of the notary.All of our Notary stampsAnd Notary suppliesThey come with a lifetime replacement guarantee and are made in-house.You can work in many settings as a public notary in Colorado. Whether you decide to work for a law firm, real estate agency or a government job, there are many options available. You can also work for yourself as a mobile notary.We work with notaries all over Colorado to help them find more business and make more money. If you would like to join our notary network, contact us today for more information. We work with notaries in all cities including: Summary of Changes < Back to main RULONA page Effective date: July 1, 2018 Statute Eligibility for a commission In addition to other RULONA requirements, including being lawfully present in the U.S., an applicant must either be a Colorado resident or have a place of employment in Colorado. 24-21-521(3)(b), C.R.S. Oaths and Affirmations RULONA distinguishes between an oral oath or affirmation, and one made in a written record. In a written record, this notarial act is called a “verification on oath or affirmation,” or “verification of a statement on oath or affirmation.” The requirements for performing them are the same. 24-21-502(16), C.R.S. Notaries must now record all oaths and affirmations, even those only given orally, in their notary journals. 24-21-519(1), C.R.S. Acknowledgments and Signature Witnessing RULONA distinguishes between: (1) taking an acknowledgement — where a person has already signed the record and is acknowledging their signature to the notary — and (2) witnessing a signature. However, the functional requirements (i.e., identifying the signer, ensuring that the signer is the same person named in the record, and verifying the signature is the signer’s) remain the same for both acts. RULONA provides a separate short-form notarial certificate for signature witnessing. 24-21-502(1), C.R.S., 24-21-502(6), C.R.S., 24-21-516(1)(d), C.R.S. Copy Certifications A notary no longer has to receive a written request for a copy certification. 24-21-505(4), C.R.S. RULONA clarifies which documents cannot be copy certified by a notary: A record that can be obtained from any of the following offices in Colorado: A clerk and recorder of public documents The Colorado Secretary of State The State Archives An office of vital records A record that states on its face that it is illegal to copy. 24-21-505(4)(b) and (c), C.R.S. Notaries must now record copy certifications in their notary journals. 24-21-502(6), C.R.S., 24-21-519(1), C.R.S. Protests of Negotiable Instruments Negotiable instruments are special documents governed by the Uniform Commercial Code. RULONA clarifies that a notary who makes or notes a protest must determine the matters set forth in the UCC. The only type of notary authorized by RULONA to make or note a protest are notaries who are employed by a financial institution acting in the course and scope of that employment. 24-21-505(5), C.R.S. Right To Refuse RULONA makes explicit a notary’s right to refuse to perform a notarization, so long as the refusal does not violate other laws. 24-21-508(2), C.R.S. Disqualifying Interest As before, RULONA prohibits a notary from performing any notarial act in a transaction if they have a disqualifying interest. However, RULONA expands the definition to include family relationships. A notary now has a disqualifying interest if: The notary or the notary’s spouse, partner in a civil union, ancestor, descendent, or sibling is a party to or is named in the record to be notarized; or The notary or the notary’s spouse or partner in a civil union may receive directly, and as a proximate result of the notarization, any advantage, right, title, or benefit in excess of the notary’s fee. 24-21-504(2), C.R.S. Acceptable Identification RULONA provides a definition of “personal knowledge”: A notary has “personal knowledge” of an individual’s identity if “the individual is personally known to the officer through dealings sufficient to provide reasonable certainty that the individual has the identity claimed.” 24-21-507(1), C.R.S. RULONA expands and clarifies the types of identification that provide satisfactory evidence of an individual’s identity, and creates different categories: Documents that are always satisfactory evidence under RULONA: A passport, driver’s license, or government-issued nondriver identification card that is current or expired not more than one year. This list includes a foreign government-issued passport or driver’s license. Other forms of government-issued IDs that are current or expired not more than one year may be acceptable if: They contain either the signature or photograph of the individual; and They are satisfactory to the notary. This provision gives the notary some discretion to accept forms of identification such as jail ID’s issued by counties and other types of ID issued by foreign governments, but only if the notary is satisfied that the ID is legitimate and properly identifies the individual. 24-21-507(2), C.R.S. RULONA specifically allows the notary to require additional information or identification credentials, if needed, to assure the notary of an individual’s identity. 24-21-507(3), C.R.S. RULONA still allows a notary to identify an individual through the sworn statement of a credible witness, but makes some changes: The witness must provide a verification on oath or affirmation as to the person’s identity. Also, the notary can identify the witness through either personal knowledge or a passport, driver’s license, or government-issued nondriver identification card that is current or expired not more than one year. 24-21-507(2)(b), C.R.S. Notarial Certificates RULONA provides short form certificates for all notarial acts related to a record. 24-21-516, C.R.S. RULONA also: Clarifies the information that must be included in every certificate. Requires the notary to sign the certificate at the same time as the notarization is done. States clearly that when a notary signs the certificate, the notary is certifying that the notary complied with the requirements and made the determinations required by the law for the type of notarial act the notary is completing. 24-21-515, C.R.S. The Act requires that a notarial certificate on a paper record must be incorporated into the record or “securely attached” to that record. RULONA prohibits loose notarial certificates. 24-21-515(6), C.R.S. RULONA specifies that the notarial certificate must the “title of office” for the notarial officer, i.e., the individual authorized to perform the notarial act. A Colorado commissioned notary public will simply insert “Notary Public.” Other notarial officers will insert their appropriate title, i.e., Judge, Clerk of the Court, etc. 24-21-516, C.R.S. Seals Seals are now also referred to as the “official stamp.” 24-21-502(9), C.R.S. Notaries have the duty to keep the stamping device secure. 24-21-518(1), C.R.S. When a notary’s commission expires or the notary resigns, the notary must deface or disable the stamping device to make it unusable. The notary is no longer required to send the stamp to our office for disposal. 24-21-518(1), C.R.S. Journals A journal entry is required for all notarial acts, including those not involving a signature on a record. This means a notary must record copy certifications, oral oaths and affirmations, and depositions, for example, in the notary’s journal. 24-21-519(1), C.R.S. A notary may maintain journal in either a tangible medium or an electronic format. A journal maintained in a tangible medium must be a permanent, bound register with numbered pages. 24-21-519(2), C.R.S. The list of what must be included in a journal entry changed slightly to: The date and time of the notarization. A description of the record, if there is one. The type of notarial act. The full name and address of each individual for whom the notarial act is performed. A statement of the notary identified each individual. If the person was identified based on satisfactory evidence, this must include a brief description of the method used and the type of credential presented, if any. The fee, if any, charged by the notary. 24-21-519(3), C.R.S. RULONA imposes a duty on the notary to keep the journal secure, including: Keeping the journal in a secure area under the exclusive control of the notary; and Not allowing any other notary to use the journal. 24-21-519(4), C.R.S. RULONA clarifies when and how a notary may provide a certified copy of a journal entry to an individual: A written request is required. The request must include the name of the parties to the document, the type of document, and the month and year in which it was notarized. After receiving a compliant request, the notary may make the certified copy and charge the regular notarial fee for it. The notary must record the transaction in their notary journal. 24-21-519(5), C.R.S. RULONA requires a notary to provide their journal to the Secretary of State’s office for inspection or auditing upon request. RULONA also allows a law enforcement officer acting in the course of an official investigation to inspect a notary’s journal without restriction. 24-21-519(6), C.R.S. and 24-21-519(7), C.R.S. RULONA changes the requirements for retention of journals: A notary must keep journals for ten years after the date of the last notarization recorded in the journal. When a notary resigns or lets their commission expire, they must either: Retain their journals for 10 years and provide notice to the Secretary of State as to where they are being kept; or Send their journals to State Archives and advise the Secretary of State that they have done so. Alternatively, notaries may leave their journal with their employer, and advise the Secretary of State that they have done so. 24-21-519(9) and (10), C.R.S. If a current or former notary dies or is adjudged incompetent, RULONA requires the notary’s personal representative, guardian, or any other person knowingly in possession of the notary’s journal to: Send the journal to State Archives. Notify the Secretary of State of the transmission. 24-21-519(11), C.R.S. Electronic Notarizations Notaries performing electronic notarizations must select a tamper-evident technology and notify the Secretary of State of which technology they are using. 24-21-519(2), C.R.S. RULONA moves from rule to statute the requirement that the notary’s electronic signature include (1) the notary’s name as it appears on their commission and (2) the notary ID number. 24-21-520(3), C.R.S. Grounds To Deny, Revoke, Or Suspend Commissions RULONA also makes some changes to the grounds on which the Secretary of State may deny, revoke, or suspend a notary’s commission. New reasons include: A finding or admission of liability in a civil lawsuit based on the notary’s fraud, deceit, or dishonesty. A revocation, denial, or suspension of a notary commission in another state. 24-21-523(1), C.R.S. Apostilles and Authentications RULONA clarifies the ability of the Secretary of State to issue authentications. The Secretary of State office must refuse to authenticate a notarization if: The notarization does not comply with the requirements of the law. The document concerns allegiance to a government or jurisdiction; relates to the relinquishment of citizenship, sovereignty, in itinere status or world service authority; or sets forth or implies a claim of immunity from the law of this state or federal law. 24-31-534, C.R.S. < Back to main RULONA page Navigating the legal landscape often requires the trusted services of a notary public, especially in places like Colorado. A notary public in Colorado serves as an impartial witness to the signing of important documents, ensuring their authenticity and helping prevent fraud. Whether it’s for real estate transactions, affidavits, or power of attorney forms, their role is crucial in maintaining the integrity of legal agreements.In Colorado, becoming a notary involves a straightforward process that ensures individuals are well-equipped to handle their responsibilities. With the state’s unique blend of urban and rural communities, notaries provide essential services that cater to diverse needs. As more people seek notarial services for personal and business matters, understanding the role and requirements of a Colorado notary public becomes increasingly important. This article delves into the significance of notaries in Colorado, offering insights into their duties and how they uphold legal standards across the state.The role of a notary public in Colorado encompasses witnessing signatures, and administering oaths, and affirmations. They authenticate the signing party’s identity and ensure the document’s validity. Colorado notaries cater to diverse community needs by providing crucial services in both personal and professional contexts.To qualify as a notary in Colorado, applicants must meet specific criteria set by the Secretary of State. They should be at least 18, a legal resident of Colorado, and fluent in English. Upon meeting these conditions, they complete an approved training course and pass a notary exam.Notaries in Colorado operate under a commission granted for four-year terms. During this period, they maintain a public record of all notarial acts using a journal. This record is vital for checking past notarizations if authenticating facts becomes necessary.Colorado notaries adhere to a strict code of ethics, ensuring impartiality and integrity throughout their services. This ethical framework is crucial to maintaining public trust and safeguarding legal processes.Becoming a notary public in Colorado involves meeting specific criteria and following a defined process. This section outlines what prospective notaries need to know about eligibility and application steps.Applicants aiming to become a notary public in Colorado must be at least 18 years old and a legal resident of the state. Proficiency in English is essential to ensure clear communication during notarial acts. Before applying, candidates complete a state-approved training course that covers notary law and guidelines. Passing a notary exam is also mandatory to demonstrate understanding and readiness for the role.The application process for a notary commission in Colorado begins online through the Secretary of State’s website. Applicants submit a completed application form, along with proof of training and exam completion. A background check, including a fingerprint scan, ensures candidates meet legal and ethical standards. Once approved, applicants receive a four-year commission and can commence their notarial duties. During their tenure, notaries maintain a journal of all acts performed and adhere to ethical guidelines to uphold the law and public trust.Notary publics in Colorado play a crucial role in ensuring the validity of various legal transactions. They carry out specific duties critical to maintaining the integrity of documents and legal processes.Notaries confirm the authenticity of documents by verifying the identity of signatories. They ensure that individuals signing are who they claim to be and that they’re doing so willingly. This process includes checking valid forms of identification, such as driver’s licenses or passports, and confirming all required fields on a document are accurately completed. By stamping and signing the document, notaries provide legal verification that can be essential in legal proceedings.Part of a notary’s responsibilities includes administering oaths and affirmations. This involves officially swearing in individuals, attesting that their statements are true under penalty of perjury. This duty demands the notary to clearly explain the seriousness of giving false information under oath, ensuring the individual understands and agrees to their legal obligation. This function is vital in legal settings where truthful testimonies are essential and help uphold the integrity of sworn declarations.Notary publics in Colorado play a vital role in maintaining the integrity of legal documents. By serving as impartial witnesses, they offer several advantages to individuals and businesses.Notary publics confirm the identity of signatories and verify the completion of all document requirements, promoting adherence to legal standards. Their involvement is crucial in legal and financial transactions, where accuracy and compliance are mandatory. If documents aren’t properly notarized, they may become invalid or unenforceable in court. Notaries ensure that the legal stipulations of document execution are met, providing peace of mind to all parties involved.By authenticating the identities of parties involved in document transactions, notaries help prevent fraudulent activity. They require valid identification, such as a driver’s license or passport, to ensure the person signing is who they claim to be. This verification process deters forgery and identity theft, common risks in document handling. The notary’s impartiality and diligence act as a deterrent against potential fraudsters, safeguarding the interests of all stakeholders.Notary publics in Colorado encounter several challenges in executing their duties. Understanding these challenges is essential in addressing the complex environment in which they operate.Navigating intricate legal frameworks presents a significant challenge for notaries. Colorado’s notarial laws continuously evolve, demanding that notaries stay updated on legal changes. Misinterpretation or non-compliance with these laws can result in revoked commissions or legal disputes. Each notarization involves specific state and federal regulations that must be followed precisely to ensure compliance and validity.Ethical dilemmas frequently arise for Colorado notaries, requiring them to balance impartiality and integrity. They must ensure no conflicts of interest occur, such as notarizing documents for family members. Distinguishing between legitimate identification and fraudulent attempts necessitates sharp judgment and strict adherence to ethical standards. Notaries must avoid any undue influence on signatories, maintaining their role as neutral facilitators to protect public trust.Notaries in Colorado may charge fees for their services. For example, the fee to notarize a signature is capped at $5. The state regulates these fees, ensuring affordability for residents. Other services, like oaths or affirmations, are similarly capped at $5 per act.Travel fees may apply if the notary travels to the client’s location. These fees should be agreed upon beforehand and be transparent to avoid misunderstandings.Notary applicants incur several costs. The notary application fee is $10, payable to the Secretary of State. Training courses range from $20 to $50, depending on the provider. The examination fee, if applicable, adds a nominal cost. Background check fees vary and are typically handled by an external agency.Professional expenses can include supplies like a notary journal and stamp, which are essential for performing duties. These items usually cost between $20 and $60 combined. Many notaries also maintain liability insurance as a precautionary measure, though it’s not mandatory; costs vary based on coverage levels.Maintaining a commission involves renewal fees, typically the same as initial application costs. Renewal every four years requires updated training and may incur similar associated costs.Discover the Power of BlueNotary:Integrate your Business, Title Company, or Law Firm to Satisfy your Customers and Decrease TurnaroundGet a document Notarized/Sign-upJoin the Free Notary Training Facebook GroupNotary publics in Colorado play a pivotal role in safeguarding the authenticity of legal documents and transactions. Their ability to verify identities and ensure compliance with legal standards makes them essential in both personal and professional settings. As the demand for their services continues to rise, understanding the responsibilities and ethical obligations of notaries becomes increasingly important. By adhering to stringent guidelines and maintaining impartiality, notaries contribute significantly to the integrity of legal processes, providing peace of mind and reducing the risk of fraud. With a clear path to becoming a notary and a structured fee system, Colorado ensures that notarial services remain accessible and reliable for its residents.The primary role of a notary public in Colorado is to act as an impartial witness to the signing of important documents. They ensure the authenticity of documents by verifying the identity of signatories, which helps prevent fraud. Notaries administer oaths and affirmations, confirming that individuals are signing willingly and that all document requirements are met. This service maintains the integrity of legal transactions and is crucial in both urban and rural communities.To become a notary public in Colorado, applicants must be at least 18 years old, legal residents of the state, and fluent in English. They must complete an approved training course and pass a notary exam. The application is submitted online through the Secretary of State’s website, accompanied by proof of training completion, exam results, and a background check. Upon approval, notaries receive a four-year commission and must adhere to ethical and legal standards.Becoming a notary in Colorado involves several costs, including a $10 application fee and training course fees ranging from $20 to $50. There is also a fee for a background check. Notaries need supplies such as a journal and stamp, costing between $20 and $60. Many notaries opt for liability insurance, which varies in cost. Renewal of the notary commission every four years incurs similar fees and requires updated training.In Colorado, notaries can charge a maximum fee of $5 for notarizing a signature and similar caps apply to other services like administering oaths or affirmations. If the notary travels to the client’s location, travel fees may also be charged, and these should be agreed upon in advance with the client. This structure helps ensure accessibility and affordability of notarial services while maintaining transparency.Notaries in Colorado face challenges such as staying updated on evolving notarial laws and navigating complex legal frameworks. Misinterpretation or non-compliance can result in revoked commissions or legal disputes. Ethical dilemmas also arise as notaries must maintain impartiality and avoid conflicts of interest. They must exercise sharp judgment and adhere strictly to ethical standards to uphold public trust and safeguard legal processes.DISCLAIMER This information is for general purposes only, not legal advice. Laws governing these matters may change quickly. BlueNotary cannot guarantee that all the information on this site is current or correct. For specific legal questions, consult a local licensed attorney.Last updated: March 21, 2025 Notary Public FAQs Q1. What is a notary public? A1. A notary public is a person commissioned to serve the public as a neutral witness. A notary performs notarial acts that are allowed or required by law. A notary is a verifier, an authenticator, an impartial agent for the state, a public recorder of acts, and an unbiased, official witness. Q2. What is a bond for a notary commission? A2. A bond provides a layer of protection for the notary from liability incurred by improperly notarizing. A notary does not have to be bonded in Colorado, but it’s something you may want to consider. If you have any questions, you should seek legal advice. Another option to consider is errors and omissions insurance (E&O). Q3. What fees can a notary legally charge? A3. By Colorado law, the maximum fee allowed for a notarization is $15 per document and includes: Receiving evidence of the signer’s identity, Administering an oath or affirmation (if applicable), and Applying the signature, notarial certificate, and stamp of the notary to the document. The maximum fee for an electronic notarization or remote notarization is $25. If you charge for other services, you should itemize those separately. Q4. What is my notary ID? A4. Your notary ID is an 11-digit number assigned to you when you become a notary. The ID is printed on your certificate below the date that it was issued. Your notary ID should also have been provided to you in an email from our office. You can search for your ID on Verify a Notary. Q5. Where can I find my commission expiration date? A5. Your commission expiration date is on your Notary Commission Certificate. If you have lost or misplaced your Notary Commission Certificate, you can get a duplicate copy (see FAQ Q7, below). You can also search for your name under Verify a Notary on the Notary home page to find your expiration date. Q6. How do I get a replacement copy of my Notary Commission Certificate? A6. You can log in using your notary ID and password and print your official certificate. Q7. What do I do if my name changes? A7. By law, you must notify our office within 30 days of a name and signature change. A copy of an acceptable ID that shows your new name is required. To file a name or signature change, log in using your notary ID and password and select “Change my name” under Actions on your Summary page. Q8. What do I do if just want to change my signature? A8. To file a signature change, log in using your notary ID and password and select “Change my official signature” under Actions on your Summary page. Q9. What do I do if my address or telephone number changes? A9. By law, you must notify our office within 30 days after any change to your business or home address. In the case of