

The Notary Bond includes three steps with three separate payments to renew or become a notary:

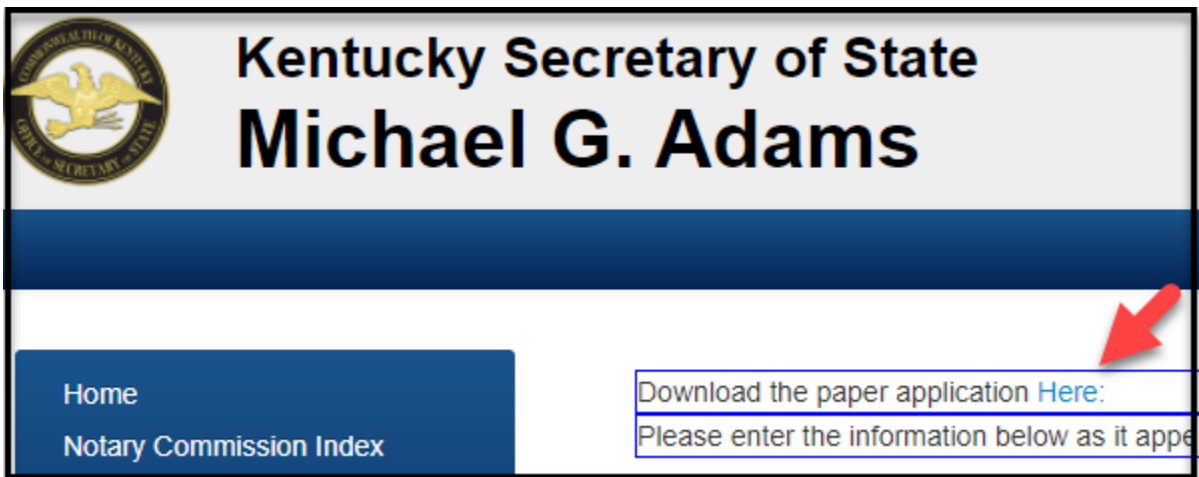
1. Secretary of State fee: \$10.00 (paid online)
2. Notary Bond fee: \$50.90 (paid online)
3. Jefferson County Clerk fee: \$19.00 (*to be paid in person – see step 3*)

The following requirements must be met:

- Eighteen (18) years of age, of good moral character, and cannot be a convicted felon.

STEP 1: Submit Application to the [Secretary of State site](#)

1. Click the link Download the paper application [Here](#):



2. A new screen will appear showing the application. Fill out all of the required information. Instructions are included with the application at the above link. When completed, print the application and sign (this signature is mandatory!). Scan the document to save it electronically to your computer (remember that personal information should not be saved in a place for public viewing).
3. Click the back arrow in the internet browser to return to the online application. Fill out all of the information requested (some items are a repeat from the paper application).
4. At the bottom of the online application page, Line #8 instructs you to upload a scanned image of the paper application (including your signature) that you completed in step #2 above.
5. Click the **Proceed to Payment** button.
 - a. If any required information is missing, an error will return with instructions of which line to correct.

- b. You will be allowed to select ACH or Credit Card. Select the desired choice and enter the required information.
- 6. Click Next to confirm Payment. The application will be processed and you will be notified by email. You must wait for the email before you can issue the bond because your bond effective date has to match the appointment date from the Secretary of State.

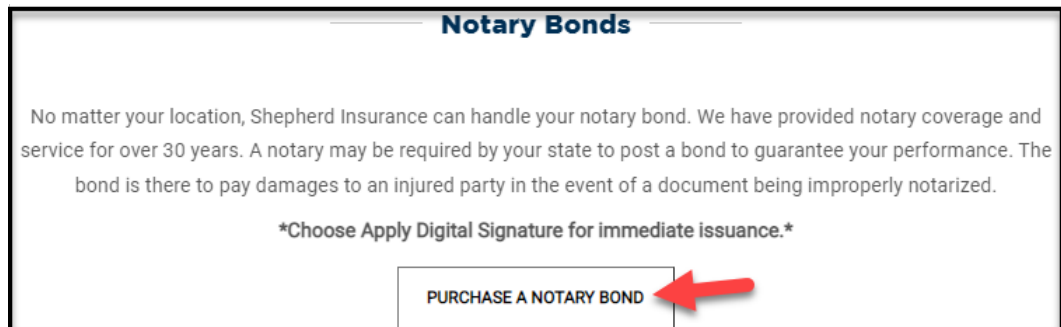
Note: You will not receive a receipt. Be sure to include a copy of your approval email in your Payment Voucher packet as proof of payment.

STEP 2:

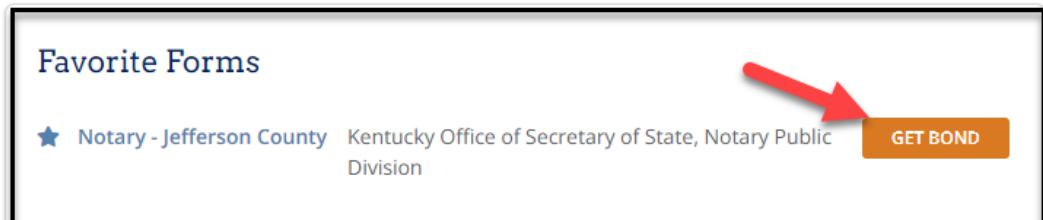
- 1. Click the link to the [Liberty Mutual Surety site](#) to request a Notary Bond.



- a. Scroll down the page. There are several types of bonds sold by Shepherd, and Notary Bonds is down the page.



- b. Click Purchase a Notary Bond button.



2. Click either **Get Bond** or **Notary – Jefferson County** (they will both take you to the same page).
3. Complete Personal Information page
 - a. Fill in Name and Email address and scroll down the page.
 - b. Effective date must be the Appointment Date from the Secretary of State; scroll down the page.
 - c. Enter the same date for Signed & Sealed Date
 - d. Complete the Principal Details with your personal information
 - e. Click **Next** button
7. Complete Agency Details page
 - a. For “Who will sign” question, select **Apply digital signature from Surety officer**.
 - b. The bond will be signed in Louisville, KY
 - c. Click **Next** button
8. Review your information. If the information is correct, click **Pay & Issue Bond** button. Otherwise, edit and continue.
9. Once paid, you are able to download the bond papers to take to the clerk’s office.

STEP 3: Go to Jefferson County Clerk’s office:

1. Take the appropriate paperwork detailed below:
 - a. Proof of Bonding from Step 2, Line 11)
 - b. Picture I.D.
 - c. \$19 Recording Fee
 - d. **Note:** Be sure to keep your receipt to submit for reimbursement.
2. Location:

Metro Hall
 Professional License Department
 527 W. Jefferson St., Room 100A
 Louisville, KY 40202
 Phone: 502-574-5884

GET REIMBURSED

1. Be sure you have a vendor # in MUNIS! This is different from your employee ID #
 - a. Not sure? Contact your school’s Bookkeeper, Order/Receiving Clerk or Accounts Payable.
2. Prepare/submit a Payment Voucher using the [Online Payment Voucher Guidelines](#).
 - a. The Payment Voucher ***must*** include all three fees (\$79.90) on the **same voucher**: Secretary of State, Notary Bond, and Jefferson County Clerk.
 - i. The MUNIS object code for these fees is **0810** (dues and fees)

- ii. Be sure to include a non-competitive D&F with your completed paperwork; line 2 should state “Notary bond fees”
 - iii. Include receipts from Shepherd Insurance and Jefferson County Clerk and the email approval from Secretary of State to verify the
 - iv. The person that prepares the Payment Voucher must email all payment voucher paperwork (as 1 PDF) to your principal/supervisor who must then review and approve by forwarding the email to the [JCPS Travel Vouchers email address](#) for processing.
 - v. Reimbursement will be paid via AP check writing.
- b. Detailed instructions on the submission process can be found in the [Online Payment Voucher Guidelines](#).
3. **Email all payment voucher paperwork (as 1 PDF) to your principal/supervisor who must then forward** to the [JCPS Travel Vouchers email address](#) to be processed and paid via AP check writing.
- a. Instructions on the submission process can be found in the [Online Payment Voucher Guidelines](#).
 - b. This email serves as your supervisor’s approval of the voucher.

Shepherd Insurance is available for any questions you may have:

Contact: Nikki Rutledge
11420 Bluegrass Parkway
Louisville, Kentucky 40299
502-499-6880

ORDERING INFORMATION FOR NOTARY EMBOSSER:

- If purchasing a notary embosser, please order from Cardinal (V#41242) using a Purchase Order
- Commodity Code: 4600515-1727419
- Item #USST95113 EMBOSSER
- Please specify in description that the embosser is for a notary and specify details for any stamp customization
- Current price is available on Cardinal's website using JCPS login.