



FREQUENTLY ASKED QUESTIONS

What is a Notary Bond?

In most states, Notary Publics are required by law to purchase and submit a Notary Bond (Surety Bond) along with the required application. A Notary Public is a person licensed in their state who can legally approve and witness signatures on documents. A Notary Public can also administer oaths in depositions. Notary Bonds exist to protect the public from mistakes (think fraud and misconduct) which notaries make while performing their duties.

What is Notary E&O insurance?

Notary E&O insurance protects the Notary Public, unlike a Notary Bond, which protects the State or public. It generally protects the notary against mistakes which are unintentional.

When will I receive my notary supplies?

Seal: Most states require that we receive a copy of your commission certificate before we can process and ship your notary seal. Please email a copy of your commission certificate to: asksurety@rlicorp.com. Your seal will be shipped within 1-2 days of receiving proof of your notary commission. If you have sent us your commission certificate or have other supply questions, please [contact us](#).

Note: The following states do not require that we have a copy of your certificate prior to shipping the seal: KS, NM, OR, SD, TN, and WI. Seals for these states will ship 1-2 business days after your order is received.

Journal: The journal will ship with your seal as described above in *Seal*

Where can I find my state notary commission number or check the status of my application?

You can check the status of your notary commission by visiting your Secretary of State's Notary division website. Please allow time for the state to process your application. Once approved, your new commission information and number will become available online.

How do I apply to be a Notary Public?

Each state is different, visit your Secretary of State's Notary division website for requirements and instructions.

How do I complete the notary application?

RLI Underwriting Services, Inc. offers a notary package that includes an application and instructions for many states. Each state has its own Notary Public application form, requirements and instructions that can be found on your Secretary of State's Notary division website.



What are the requirements and qualifications to be a Notary Public in my state?

Each state has specific requirements for a Notary Public to be commissioned. Please see your Secretary of State's Notary division website or notary handbook for additional information.

How do I change my name or address during my notary commission?

We can help you navigate this process as each state has different requirements. Please [contact us](#) and we will provide you any necessary forms and based on your states requirements.

What if my notary seal is lost or stolen?

If your stamp is lost or stolen, you should file a police report and send a copy of the report to the notary department of your state and retain the original report for your records. Once you have reported that your supplies are missing or stolen, [contact us](#) to order replacement supplies with RLI Underwriting Services, Inc.

What color ink is in the notary stamp?

Notary seal stamps are custom made to meet each state's specific requirements, including ink color.

What color is the notary stamp case?

The NALA stamp case color is black. Other color options may be available by custom order at an additional cost. Please [contact us](#) for details.

What does the notary stamp seal look like for my state?

Notary seal stamps are custom made to imprint state required information. This typically includes the Notary Public's name, state of commission and date of commission expiration. Notary stamps are usually rectangular, but some states require a round stamp. RLI Underwriting Services, Inc. will automatically offer and ship you the stamp type required by your state.

How do I use my notary stamp?

How To Use Your Notary Stamp

1. Place the document to be notarized on a firm and flat surface.
2. Place the imprinting face of your stamp flat on the document.
3. Hold your stamp with your thumb and fingers.
4. Quickly press and release.



5. The stamp image should clearly show all the letters, numbers and the stamp border/state seal.

Stamp Cleaning Tip

Use a piece of clear scotch tape to clean dust and debris from the raised letter surface of your stamp.

Re-Inking Your Notary Stamp

For our pre-inked stamp, use an oil-based ink only when re-inking your stamp. We recommend Maxlight Ink as other types may damage your stamp.

Do you protect the personal data on my application?

RLI Underwriting Services, Inc. is committed to safeguarding privacy and personal data. Protecting your personal data is at the heart of our business. Our system is designed to meet or exceed all regulatory and state requirements. We are dedicated to transparency every step of the way. We do not sell or distribute your information to any outside party, with the exception of your state's Secretary of State for the purpose of processing your notary commission. Your privacy is a fundamental human right and protecting personal data is part of our commitment to corporate responsibility.

Can I get a custom notary package?

Yes. At RLI Underwriting Services, Inc., we offer two main package options to keep the process simple. But if you have specific needs that may require higher E&O or additional supplies, we can help customize your package.

1. Select a package that is close to what you need.
2. In the order screen, select the additional options you want to your package.
3. Checkout. It is that simple.

Note: If you still need assistance, just [contact us](#) and we can adjust or add to your notary package.