

### BOND INSTRUCTIONS

All persons applying or reapplying for a four-year notary public commission must purchase a \$500 bond from an insurance company. Contact the insurance company of your choice to purchase a bond. This bond form, or a bond form supplied by an insurance company, must be completed and submitted to the Wisconsin Department of Financial Institutions as proof that you have purchased a bond. Any bond form supplied by an insurance company must be in a format previously approved by DFI. The insurance company you choose to supply your bond must be qualified to write surety bonds in Wisconsin.

**Notary Applicant:** Complete sections 1-6. Section 1 must be an original signature. ~~XXXXXX~~

**Insurance Agent:** Complete sections 7-13. Sections 9, 10, and 11 must indicate the surety company's information rather than the local insurance agency's name and address. For section 13, if a seal or stamp is affixed, the name of the surety company on the seal or stamp must match the name listed in section 9. If a power of attorney form is used, the agent's name as signed in section 7 must appear on the power of attorney.

### NOTARY PUBLIC BOND

KNOW ALL TO WHOM THESE PRESENTS SHALL COME, that we (notary applicant and surety), jointly and severally, undertake and agree that the notary applicant, upon appointment to the office of Notary Public, will faithfully discharge the duties of said office according to law, and that the surety will pay to the parties entitled to receive the same, such damages, not exceeding the aggregate FIVE HUNDRED DOLLARS (\$500) as may be suffered by them in consequence of the failure of the notary applicant herein to discharge his or her duties as a Notary Public.

#### Notary Applicant – Complete 1 – 6

1. Signature of notary applicant
2. Print name of notary applicant
3. In care of: (Business name, if applicable)
4. Mailing address of notary applicant
5. City <span style="margin-left: 100px;">State</span> <span style="margin-left: 100px;">Zip</span>
6. Daytime telephone of notary applicant

#### Insurance Agent – Complete 7 – 13

7. Signature of surety company agent
8. Print name of person who signed #7
9. Print name of surety company
10. Mailing address of surety company
11. City <span style="margin-left: 100px;">State</span> <span style="margin-left: 100px;">Zip</span>
12. Date

13. Surety company seal, stamp or power of attorney must be affixed.

After this form has been completed, mail it in the same envelope along with your completed application, Notary exam certificate, Oath of Office, and \$20 filing fee (if not already paid online) to:

**Attn: Notary Records Section  
Wisconsin Department of Financial Institutions  
PO Box 7847  
Madison WI 53707-7847**

Questions? Call: 608-266-8915  
Fax: 608-264-7965  
TTY: 711