



# Notary Supplies Order Form

## 1 NOTARY INFORMATION

Name	
Organization	
Address <input type="checkbox"/> Business <input type="checkbox"/> Home	
City	
State	Zip Code
Daytime Phone	Home Phone
Email Address	Fax
<b>IMPORTANT:</b> NNA Member Number If you're joining now, write "NEW."	

## 2 SHIPPING INFORMATION

For shipment to a different address, please indicate below.

Same as: <input type="checkbox"/> Notary Information <input type="checkbox"/> Payment Information
Address:
City State Zip

**NOTE:** Orders cannot be shipped to P.O. Boxes via UPS or FedEx. U.S. Priority mail will be used if P.O. Box provided. For expedited shipment of a bond, add the following to your shipping charges below: 2-Day = Add \$10.95; Next Day = Add \$19.95

## 4 SUPPLY ITEMS

Use this section to order all Notary supplies.

ITEM NUMBER	QUANTITY	ITEM DESCRIPTION	PRICE EACH	TOTAL
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

SHIPPING RATES*			
Total of Supply Items	Ground	2-Day Air	Next-Day Air
\$0 to \$15.00	\$6.95	\$11.95	\$20.95
\$15.01 to \$40.00	\$7.95	\$12.95	\$23.95
\$40.01 to \$65.00	\$9.95	\$13.95	\$26.95
\$65.01 to \$95.00	\$11.95	\$15.95	\$29.95
\$95.01 to \$120.00	\$13.95	\$17.95	\$33.95
\$120.01 to \$150.00	\$15.95	\$19.95	\$38.95
\$150.01 to \$250.00	\$17.95	\$22.95	\$44.95
\$250.01 to \$350.00	\$22.95	Call	Call
\$350.01 to \$550.00	\$35.95	Call	Call
\$550.01 to \$1000.00	\$62.95	Call	Call
Over \$1000.00	Call	Call	Call

Shipping rates subject to change

\* Rates listed apply to 48 contiguous states. For shipment to all other destinations, call for rates.

## Convenient Ordering Options:

### BY PHONE

Call 1-800-US NOTARY (1-800-876-6827)  
Monday-Friday, 6:00 a.m.-5:00 p.m. Pacific Time  
Please have your credit card ready.

### ONLINE

Log on to [www.NationalNotary.org](http://www.NationalNotary.org)

### BY FAX

Send to 1-800-833-1211

### BY MAIL

Forward this form and your payment to:  
National Notary Association  
9350 De Soto Avenue  
P.O. Box 2402  
Chatsworth, CA 91313-2402

## 3 MEMBERSHIP/INSURANCE/BOND

Use this section only if you are joining the NNA® or if you are purchasing errors & omissions insurance or a Notary bond.

<b>NNA Membership</b> A great opportunity to match your membership to your commission years! <input type="checkbox"/> 1-Yr: \$ 59 Item #:1600012 <input type="checkbox"/> 3-Yrs: \$139 Item #:1600036 <input type="checkbox"/> 2-Yrs: \$ 99 Item #:1600024 <input type="checkbox"/> 4-Yrs: \$179 Item #:1600048	\$
<b>Notary Errors &amp; Omissions Insurance</b> State: _____ Policy Term (years): _____ Amount (\$): _____	\$
<b>Notary Bond</b> State: _____ Amount (\$): _____	\$
<b>Subtotal</b>	\$

Enter this amount in Section 4 below.

BONDS AND E&O POLICIES UNDERWRITTEN BY MERCHANTS BONDING COMPANY (MUTUAL), DES MOINES, IOWA. PENNSYLVANIA BOND AND E&O POLICIES UNDERWRITTEN BY MERCHANTS NATIONAL BONDING, INC., A SUBSIDIARY OF MERCHANTS BONDING COMPANY (MUTUAL). AGENT FOR ALL BONDS AND E&O POLICIES IS NNA INSURANCE SERVICES, INC. ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE. COMMISSION NUMBER AND COMMISSION EFFECTIVE AND EXPIRATION DATES REQUIRED PRIOR TO E&O INSURANCE ACTIVATION.

Source Code: A50840

**Subtotal of Supply Items** \$

**Shipping Charges** (see rates at left)  
 Ground     2-Day Air     Next-Day Air \$

**Add State/Local Taxes** (For delivery to CA.) \$

**Subtotal of Membership/Insurance/Bond** \$

**TOTAL** \$

**CONFIRMING ORDERS:** If you have placed your order by phone, fax or online and paid by credit card, please DO NOT mail a duplicate confirming order.

IF YOUR COMMISSION ORDER CANNOT BE COMPLETED AFTER NINE MONTHS FROM THE ORIGINAL ORDER DATE OR THIRTY DAYS FROM YOUR COMMISSION START DATE, WHICHEVER COMES FIRST, THE NNA IS NO LONGER OBLIGATED TO COMPLETE YOUR ORDER AND YOUR PAYMENT BECOMES NON-REFUNDABLE.

**VISIT [WWW.NATIONALNOTARY.ORG/RETURNS](http://WWW.NATIONALNOTARY.ORG/RETURNS) TO VIEW OUR COMPLETE RETURN POLICY. CANCELLATION, TRANSFER AND REFUND POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

*Thank You!*

**Complete Steps 5-8 on page 2**

## Have You Remembered to:

1. Enclose your payment or include your credit card information with the expiration date?
2. Include your commission information for seals? See ordering instructions for state-specific requirements.
3. Provide all information for business cards?
4. Include your NNA member number?
5. Print your name and complete address clearly?
6. Include your daytime telephone number?

To avoid delays when ordering an official Notary seal stamp, please read and follow the instructions below under Notary seal stamps and embosser requirements.

**Prices subject to change.**

**Thank You for Your Order!**

### CONTACT INFORMATION

**Customer Care:** 1-800-876-6827  
**Fax:** 1-800-833-1211

**General Email:** Services@NationalNotary.org  
**Bond Releasing Email:** Releasing@NationalNotary.org

### 100% SATISFACTION

100% Satisfaction Guarantee within 30 days of the date of shipment on any NNA supply item (physical products). NNA Seals are guaranteed for the life of your commission. If incorrect supplies are ordered, exchanges will only be made if supplies are returned within 30 days in their original condition. No refunds are provided for "personalized" supplies. All returns require prior NNA approval (including return shipping charges). A \$10 shipping/handling charge will be deducted from all returns.

*If your commission order cannot be completed after nine months from the original order date OR thirty days from your commission start date, whichever comes first, the NNA is no longer obligated to complete your order and your payment becomes non-refundable.*

### ORDER FULFILLMENT

We normally fill your order within one business day of receiving it, except for Notary seals and business cards.

### GROUND

We ship UPS Ground or first-class mail. Your order will typically arrive within 7 to 10 working days. **Custom items will be shipped separately**, as soon as they are available.

### 2-DAY / NEXT-DAY AIR

Orders received by 12:00 p.m. Pacific Time (Monday - Friday) will be shipped the same day, except for custom items. **Custom items will be shipped separately**, as soon as they are available.

### P.O. BOXES

Orders cannot be shipped via UPS or Fed Ex to P.O. Boxes. We will ship via first-class mail if P.O. Box is provided.

### BUSINESS CARDS

When ordering business cards, be sure to accurately enter all custom information on the order form. We cannot produce these items unless this information is provided. Please double check to make sure all information is correct, as we cannot be responsible for your errors. Business cards require 2-3 weeks to produce, and **will be shipped separately**, as soon as they are available.

### NOTARY SEAL STAMPS AND EMBOSSERS

These items are custom made to your state's specifications. Please allow 2-3 business days to manufacture and ship.

Notary seal stamps and embosser cannot be manufactured until all required documents are received by fax or mail. For assistance, call us at: 1-800-876-6827.

Notary seal stamps and embosser will be **shipped separately**, as soon as they are available.

### NOTARY BONDS

Notary bond filing procedures vary by state. Please contact us at 1-800-876-6827 for questions on instructions and required documentation. Should you prefer to request expedited shipping for the bond only, the following surcharge will apply: 2-Day = Additional \$10.95; Next-Day = Additional \$19.95

### SPECIAL SHIPPING REQUESTS

For special shipping requests, call us at: 1-800-876-6827.

### REQUIREMENTS FOR NOTARY SEAL STAMPS

**IMPORTANT:** The following documents are required to provide your official Notary seal stamp. Please email, fax or mail the required documents to the NNA (Services@NationalNotary.org).

**AL and DC:** Notary seal stamps not permitted by state/district; please select a Notary seal embosser. Email, fax or mail a COPY of your "Commission Certificate."

**CA and OR:** Mail your ORIGINAL "Certificate of Authorization" (not a copy).

**FL and TX:** For NNA Complete Notary Supply Package, no documents are required. If ordering just a Notary seal, please email, fax or mail a COPY of your Notary "Commission Certificate." Texas state employees without a Notary bond must note "NOTARY WITHOUT BOND" on seal request.

**Guam:** Email, fax or mail a COPY of your "Commission Certificate" AND mail your ORIGINAL, notarized "Application for Seal."

**HI:** New Notaries, email, fax or mail a COPY of your "Letter of Passing." Renewing Notaries, email, fax or mail a COPY of your "Notification of Renewal."

**ID, KS, NM, SD and WI:** Order your seal, then email, fax or mail a COPY of your "Commission Certificate" within 30 days of receipt of commission.

**MT:** Email, fax or mail a COPY of your "Commission Certificate" AND provide your city of residence.

**NV:** Mail your ORIGINAL "Certificate of Appointment" or an original CERTIFIED copy. The original Certificate of Appointment will be returned with the seal.

**PA:** Email, fax or mail a COPY of your "Commission Certificate" or "Appointment Letter" AND provide your city, township or borough and county of business.

**RI:** Email, fax or mail a legible/enlarged copy of your Notary Public Identification Card.

**UT:** Email, fax or mail a COPY of your notarized "Commission Certificate," including top portion.

**ND:** Email, fax or mail a COPY of your "Certificate of Authorization."

**VA:** Send a COPY of your "Commission Certificate."

**VI:** Notary seal stamps not permitted by state/district; please select a Notary seal embosser. Email, fax or mail a COPY of your "Commission Certificate" and Letter.

**All Other States:** Email, fax or mail a COPY of your Notary "Commission Certificate" or "Letter of Appointment."

### REQUIREMENTS FOR NOTARY EMBOSSERS

**IMPORTANT:** The following documents are required to provide your official Notary seal embosser. Please email, fax or mail the required documents to the NNA (Services@NationalNotary.org).

**AL and DC:** Notary seal stamps not permitted by state/district; please select a Notary seal embosser. Email, fax or mail a COPY of your "Commission Certificate."

**CA:** Mail your ORIGINAL "Certificate of Authorization" (not a copy).

**FL and TX:** For NNA Complete Notary Supply Package, no documents are required. If ordering just a Notary seal, please email, fax or mail a COPY of your Notary "Commission Certificate." Texas state employees without a Notary bond must note "NOTARY WITHOUT BOND" on seal request.

## 5 NOTARY BONDS

To complete your bond order in:

**CALIFORNIA:** Email, fax or mail a copy of your commission certificate.

**FLORIDA AND TEXAS:** No further action is needed. Your bond was executed with your commission application.

**MISSOURI:** Email, fax or mail a copy of your Commission Certificate and/or Letter.

**PENNSYLVANIA:** Email, fax or mail a copy of your bond and oath form with commission information.

**ALL OTHER STATES:** Contact Customer Care at 1-800-876-6827 for instructions.

## 6 NOTARY SEALS

To avoid delays when ordering an official Notary seal stamp, please read and follow the instructions under Notary seal stamps and embosser requirements (at left).

**PENNSYLVANIA NOTARIES** must provide the City, Township or Borough and the County of your principle place of business with the Commission Certificate copy or Appointment Letter.

City

County

**PLEASE NOTE:** Notary seals are custom-made to your state's specifications and require approximately three days to produce. If you do not yet have the documentation for your seal, we will ship the other items and hold your seal until the documentation is received. Bonds are sent separately.

## 7 BUSINESS CARDS

When ordering BUSINESS CARDS, print all information below. Max. four lines. Line 1 (name), max. 29 characters/spaces; lines 2-4 (contact info.), max. 40 characters/spaces. We cannot produce these items unless this section is complete.

**PLEASE NOTE:** Make sure the information below is accurate. We cannot be responsible for your errors. Business cards require approximately 2-3 weeks to produce and will ship separately, as soon as they are available.

Line 1

Line 2

Line 3

Line 4

## 8 PAYMENT

If credit card billing address is different than Notary information, please fill out billing address below.

Check or Money Order Enclosed (payable to National Notary Association)

Charge to My:        

Credit Card Number

Expiration Date

Signature (as on credit card)

Name on Card

Billing Address

City

State

Zip

### REQUIREMENTS FOR NOTARY EMBOSSERS (Continued)

**Guam:** Email, fax or mail a COPY of your "Commission Certificate" AND mail your ORIGINAL, notarized "Application for Seal."

**HI:** New Notaries, email, fax or mail a COPY of your "Letter of Passing." Renewing Notaries, email, fax or mail a COPY of your "Notification of Renewal."

**ID, KS, NM, SD and WI:** Order your seal, then email, fax or mail a COPY of your "Commission Certificate" within 30 days of receipt of commission.

**NV:** Mail your ORIGINAL "Certificate of Appointment" or an original CERTIFIED copy.

**ND:** Email, fax or mail a COPY of your "Certificate of Authorization."

**OR:** Email, fax or mail a COPY of your "Commission Certificate."

**PA:** Email, fax or mail a COPY of your "Commission Certificate" or "Appointment Letter" AND provide your city, township or borough and county of business.

**RI:** Email, fax or mail a legible/enlarged copy of your Notary Public Identification Card.

**UT:** Email, fax or mail a COPY of your notarized "Commission Certificate."

**VA:** Send a COPY of your "Commission Certificate."

**VI:** Email, fax or mail a COPY of your "Commission Certificate" and letter with name of District. (Specify if government employee)

**All Other States:** Email, fax or mail a COPY of your Notary "Commission Certificate" or "Letter of Appointment."