

KANSAS NOTARY PROCEDURES

1. Fill out the Kansas Notary Bond Request form, including the department name with the business address of 600 Park Street, Hays, KS 67601.
2. Send the completed Kansas Notary Bond Request form to Cheryl Kelley at Gallagher by fax 512-652-2462 or email (cheryl_kelley@ajg.com).

NOTE: Gallagher is required by law to wait 30 days from the expiration date to process the renewal of a notary appointment. Please send the request form to Gallagher approximately 45 days prior to the anniversary date so Gallagher can begin the renewal process 30 days prior.

3. Cheryl Kelley at Gallagher will complete the Kansas Public Appointment Form with the information provided from the Kansas Notary Bond Request form, including sections A and C (Notary Surety Bond).
4. The Notary Public Appointment Form will be sent to the requestor's email or home address to sign, seal, and have their signature notarized. Gallagher will have Sections A and C filled out from the information provided on the request form. The applicant will need to provide their notary stamp/seal in Section A, #7. The notary's signature must be notarized in Section B.

The completed Notary Public Appointment Form, along with a copy of the Notary Public Errors and Omissions Policy bond (currently Travelers Casualty and Surety Company of America) will need to be delivered to the Business Office; and a Workflow Interfund Request Form filled out to pay for the **\$25.00** filing fee to the KS Secretary of State. Type the following information in the comments section of the Interfund Request Form:

The department will hand carry the Notary Public Appointment Form to Accounts Payable and put a note on the form to RUSH the \$25.00 filing fee. Please note the Interfund number when dropping off this form. Accounts Payable will process the Interfund and mail the form to the Kansas Secretary of State Office. The Secretary of State's office will process the request typically on the same day it's received and mail the booklet and certificate license to the person's home address.

5. Gallagher will send an invoice to the department. Gallagher does not accept credit cards, so the department must process a Workday Supplier Invoice for the \$50.00 payment:
Supplier: Arthur J. Gallagher
Description: State of Kansas Notary Bond
Cost: \$50.00
Purpose (on Cost Center Line Memo):
State of Kansas Notary Bond
for (Name)
for (Department Name) use

Bond No. (insert Bond No. from the Notary Public Appoint Form)
in the amount of \$12,000
for the period (effective dates)

Charge Cost Center (Department #)
Supplier does not accept credit cards.

6. NOTE: Gallagher does not provide the stamp or seal. Please order the stamp from FHSU Central Purchasing when you begin this process, if needed.
7. Costs:
 - a. Kansas Secretary of State - \$25.00 (Workflow Interfund Form)
 - b. Gallagher - \$50.00 (FHSU Workday Supplier Invoice)
 - c. Stamp (FHSU Central Purchasing)
8. Please note that all correspondence may be via email or mailed to the person's home address.

Gallagher Contact:

Cheryl Kelley

Client Service Executive

Arthur J. Gallagher

235 Highlandia Drive, Suite 200

Baton Rouge, LA 70810

Tel: 512-652-2461

Fax: 512-652-2462

E-mail: cheryl_kelley@ajg.com

Kansas Notary Bond Request (F:/Notaries/Notary Bond Request form)

Kansas Secretary of State Notary Public Appointment Form (from Gallagher)

Updated 08/30/2023

KANSAS NOTARY BOND REQUEST FORM

Notary Name (as shown on Notary application)	
Previous Name (if changed from prior appointment)	
Address	
City, State, Zip	
Business Address	600 Park Street, Hays, KS 67601
Daytime Phone	
Department	
Effective Date (if renewal)	
Notary E&O Coverage	\$12,000
Application Questions:	
Are you at least 18 years of age?	
Are you a resident of Kansas or a resident of a state bordering Kansas who regularly carries on a business or profession in this state or is regularly employed in this state?	
Are you able to read and write the English language?	
Have you ever been convicted of a felony or of a lesser offense involving moral turpitude or of a nature incompatible with duties of a notary public? A conviction after a plea of nolo contendere is deemed to be a conviction.	
Have you ever had a revocation, suspension or denial of a professional license for misconduct, dishonesty or any cause substantially relating to the duties or responsibilities of a notary public?	