

Notary Training Approved Vendor Application

Notary Program

Colorado Secretary of State

1700 Broadway, Ste. 550 Denver, CO 80290

Phone: 303-894-2200

Fax: 303-869-4864

Email: notary@coloradosos.gov

Website: www.coloradosos.gov

Fee: \$250

Vendor Information

Vendor name

Contact person

Vendor address

City

State

Zip Code

Phone number

Fax number

Email address

Online course, if applicable

URL

User name

Password

Attachments

You must attach the following to this form in order to be considered for approved vendor status.

- Copies of all handouts, workbooks, tests, or other materials used during the course.
- Procedures to establish the identity of a person attending a live course and ensure that the person is present for the requires time. Notary program rule 3.1.2(a)
- Procedures to ensure that the person receiving the certificate of completion is the same person who completed the course. Notary program rule 3.1.2(b)

Curriculum description

Enter the slide number or time mark where each curriculum requirement can be found.
This information is required.

Requirements	Slide/ time mark	Requirements	Slide/ time mark
Physical presence		Revocation proceedings	
Duty not to notarize blanks		Liability	
Duty to use notarial certificate		Identification of signers	
Disqualifying interest		Role of notary	
Application procedures		Official misconduct	
Duty to maintain journal of notarial acts		Notarization for the elderly	
Duty to use compliant notary stamp		Resignation requirements	

Signature

Signature

Date

Application fee of \$250 is enclosed