



TO: Applicant  
RE: Notary Public Requirement

All Applicants must either be a certified Notary Public in the State of Colorado or be eligible to become so certified at the time of employment. If you are not presently a Notary Public, you agree to the requirement of your employment to promptly follow the procedures and become so certified. RAP Express will help direct you through this process. In order to become a Notary Public the individual applicant must meet the following requirements set forth by the State of Colorado:

- Be a resident of Colorado.
- Be at least 18 years old.
- Be able to read and write the English language.
- Be familiar with the Colorado notary law.
- Not have been convicted of a misdemeanor involving dishonesty, as defined in [C.R.S. 12-55-102\(1.4\)](#), during the last five years.
- Not have had a felony conviction in your lifetime.
- Never have had a notary commission revoked.
- Before becoming a notary or renewing your commission, you must carefully read the [Notaries Public Act](#) (Title 12, Article 55, Colorado Revised Statutes, Parts I and II. You should also visit our [website](#).
- Notary program rules require training and testing for new notary applicants and renewing notaries that have allowed their commission to lapse by more than 30 days. These applicants must submit proof of attendance at Approved Training and proof of passing the State of Colorado Online Notary Testing with the Application for Notary Public Commission and copy of acceptable ID.

Check here if you ARE eligible  
I understand as an Applicant the above requirements and acknowledge my eligibility.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Check here if NOT eligible  
I do not believe I am eligible to become a Notary Public for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_