

NOTARY BOND RENEWAL SERVICE

*(Formerly of Neenah, WI)
(A division of Milwaukee Court Bond Agency, LLC)*

P.O. BOX 602

BUTLER, WISCONSIN 53007

PHONE/FAX 262.781.BOND (2663)

Email: notarybondrenewalservice@yahoo.com

Website: www.mcbabonds.com

Working together with Old Republic Surety Company, a Wisconsin company, we have written thousands of Wisconsin Notary Bonds each year since 1966. **We offer 4-year notary bonds for only \$25.**

We can also provide you with the recommended Errors and Omissions insurance to protect yourself in the event of lawsuits. If you would like this coverage, please complete and return the enclosed application & payment along with your notary paperwork.

4 EASY STEPS FOR NOTARY APPLICATIONS

(New or Renewal)

#1 State of Wisconsin 4-year Notary Public Commission Application Form

- ▶▶ Complete sections 1 - 12 carefully, making sure everything is correct.
(If you are brand new, you will need to purchase a notary stamp first.)
- ▶▶ Take and pass the notary exam at www.wdfi.org.
- ▶▶ Print the certificate to send with the forms and checks.

#2 Oath of Office Form and Bond Instructions form

- ▶▶ **Oath:** Have another Notary witness your signature (#1 - 2) then **they** complete #3 - 9.
- ▶▶ **Bond:** Complete sections #1 - 6. **DO NOT COMPLETE SECTIONS 7 - 13.**
(Notary Bond Renewal Service will complete 7 - 13.)

#3 Enclose 2 checks

- ▶▶ One check is made payable to:
Notary Bond Renewal Service for \$25 for the 4-year, \$500 bond.
- ▶▶ The second check is made payable to:
Wisconsin Department of Financial Institutions for \$20 for the filing fee.
(unless this fee was prepaid online.)

#4 Mail the following to Notary Bond Renewal Service:

- ▶▶ Completed Application form
- ▶▶ Completed Oath of Office and Bond Instruction form
- ▶▶ Certification for completed exam
- ▶▶ Check(s) to:

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Butler, WI 53007

We will sign the bond on behalf of Old Republic Surety Company and file your application with the WI Department of Financial Institutions. You will get an email from DFINotary@Wisconsin.gov notifying you of your Notary commission appointment. **If you are renewing your notary, Madison will hold your paperwork until your commission expiration date to give you the entire 4 years' worth.** You can also look up commission dates at www.wdfi.org. Thank you!!