

# NOTARY BOND RENEWAL SERVICE

(a division of Milwaukee Court Bond Agency, LLC)



12800 W. Silver Spring Drive  
P.O. Box 602 • Butler, Wisconsin 53007  
Phone: (262) 781-BOND (2663)  
Email: notarybondrenewalservice@yahoo.com  
Website: www.mcbabonds.com

Working together with Old Republic Surety Company (ORSC), a Wisconsin company, we have written thousands of Wisconsin Notary Bonds each year since 1966. **We offer 4-year notary bonds for only \$30.**

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

## 4 Easy Steps For Notary Bond 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.dfi.wi.gov](http://www.dfi.wi.gov) under the CONSUMER SERVICES tab.
  - ▶ Print the passing exam certificate and include it with your paperwork and checks.
  
- #2 Oath of Office Form and Notary Public Bond 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 sections #7 - 13)
  
- #3 Enclose 2 checks**
  - ▶ One check is made payable to:  
**Notary Bond Renewal Service for \$30** for the 4-year, \$500 bond *(add addt'l \$\$ for the E & O)*
  - ▶ The second check is made payable to:  
**Wisconsin Department of Financial Institutions for \$20** for their filing fee.
  
- #4 Mail the following to: NOTARY BOND RENEWAL SERVICE**
  - ▶ Completed Application form
  - ▶ Completed Oath of Office and Notary Public Bond forms
  - ▶ Certificate for the completed exam
  - ▶ Both checks

**NOTARY BOND RENEWAL SERVICE  
P.O. BOX 602  
BUTLER, WI 53007**

We will sign the bond on behalf of Old Republic Surety Company and file your application with the Wisconsin Department of Financial Institutions. You will get an email from [DFINotary@dfi.wisconsin.gov](mailto:DFINotary@dfi.wisconsin.gov) notifying you of your Notary commission appointment and expiration date for notarizing.

Thank you for your business!

# Notary Errors & Omissions Insurance

## I have a Notary Bond. Will that protect me?

No. It is a common misunderstanding that a state required Notary bond protects Notaries. It does not. If the surety company makes a payment on your claim, you are required to pay them back.

The Notary bond protects the public. State statutes regulate and prescribe the duties of a Notary Public. Professional liability is imposed on the Notary Public and, in most states, there is a mandatory bond requirement to protect the public.

The mandatory bond coverage is \$500 for Wisconsin. This is not an insurance policy. If a claim against the Notary is made and the bond is used, the money will have to be reimbursed by the Notary, as required by law. When damages exceed the amount of the bond, the Notary is responsible as well. The Notary Public has unlimited financial liability if he or she causes the public harm as a result of an error or omission when notarizing a document.

Protecting yourself and your assets is easy and very affordable. Enjoy peace of mind while on the job and order your Notary Errors and Omissions Insurance policy now. Protect yourself against liability for just pennies a day.

The rates are as follows:

<u>Limits of Liability:</u>	<u>4 Year Premium:</u>
\$10,000.00 aggregate	\$40.00
\$15,000.00 aggregate	\$50.00
\$25,000.00 aggregate	\$60.00
\$30,000.00 aggregate	\$65.00

Simply complete and return the application below, along with a check for the premium and your notary renewal paperwork and we will coordinate your coverage dates to coincide with your notary commission dates and email you the policy.

That's it! And you will be protected.

Feel free to contact Notary Bond Renewal Service with any questions - [notarybondrenewalservice@yahoo.com](mailto:notarybondrenewalservice@yahoo.com) or 262-781-2663.

 Mail to Notary Bond Renewal Service

## Application for the optional Errors and Omissions Coverage

*Please print or type legibly*

Name exactly as it appears on your commission: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Date your Notary Commission Expires: \_\_\_\_\_ Email: \_\_\_\_\_

Notary Errors and Omissions Policy:

Limit of Liability:  \$10,000  \$15,000

\$25,000  \$30,000

Signature of Applicant: \_\_\_\_\_

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