

## Brown & Brown Northwest



### Instructions for Applying for a Notary Bond and Notary Errors & Omissions Insurance

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#### **BUY Your Notary Bond:**

Brown and Brown Northwest and CNA Surety have partnered to support you with a notary bond and notary errors and omissions solution. As partners, we uniquely understand the needs of you, the notary, and the importance of helping you file the properly completed application, oath of office, and notary bond correctly — the first time.

#### **Application Process:**

Complete the application that follows making sure to select the appropriate level of notary errors and omissions coverage to protect you. Then, simply click the Submit button delivering the application to CNA Surety's Processing Center. In most cases, you will receive the executed notary bond via email for you to print, sign and file with the Secretary of State's office. If the bond must be mailed due to a state's wet signature requirement, you will be notified via email as well.

We strive to handle requests the day we receive them. Payment Instructions either via a bank transfer or credit card will accompany the bond.

#### **Additional Instructions — Filing, Maintenance, Cancellation, Payment:**

Whether you have questions around filing your bond, making changes, making a payment, or a request to cancel, help is just a phone call away at **800-331-6053**. Between 7:30 am and 6:00 pm Central Time, you will be connected to Notary Specialists who can quickly answer your notary related questions or make changes to your bond or policy. After hours, feel free to leave a voice mail and expect a response early the next business day. If you prefer email, contact us at [info@cnaSurety.com](mailto:info@cnaSurety.com) and receive the same fast, knowledgeable service.



101 S. Reid St.  
Sioux Falls, SD 57103

Phone: 800-331-6053 • FAX: 605-335-0357  
Email: [info@cnaSurety.com](mailto:info@cnaSurety.com) • Web: [www.cnaSurety.com](http://www.cnaSurety.com)



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Portland, OR 97210

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## NOTARY PUBLIC BOND APPLICATION

Please complete application, then click on "Submit" button  
CNA Surety, PO Box 5077, Sioux Falls, SD 57117-5077 Email: uwservices@cnasurety.com

State where applying for commission _____	Effective Date _____
Name (as will appear on commission) _____	
Home Address _____	
City _____	State _____ Zip Code _____
Mailing Address _____	
City _____	State _____ Zip Code _____
Email Address _____	Daytime Phone No. _____
County of Appointment _____	Bond Amount _____

Are you currently a notary?  Yes  No In what state? \_\_\_\_\_

If yes, what is the expiration date of your current commission? \_\_\_\_\_

Date of Birth \_\_\_\_\_

KY Notaries: County or State-At-Large bond needed? \_\_\_\_\_

*Required for a nonresident or County-At-Large bond, otherwise optional:*

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer County \_\_\_\_\_

If you would like to purchase **Notary Errors and Omissions Insurance** to protect you when performing your duties as a notary, please select an amount.

(Higher limits, up to \$100,000, may be available, depending on the state. Please contact your agent for more information.)

\$10,000  \$15,000  \$25,000 (\$30,000 in California)

**Please send Bond & Billing Invoice to:**

**Individual or Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Attention:** \_\_\_\_\_

Please check here if the Notary Bond must be sent via overnight mail. If so, the premium will include a \$20.00 shipping fee.

<b>Your CNA Surety Agent is:</b>	
Brown & Brown Northwest	
Address P. O. Box 29018	
Portland	OR 97296-9018
City	State Zip
Agent's Code 3 6 - 1 8 0 2 5	

**Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.**



P.O. Box 5077 Sioux Falls, South Dakota 57117-5077  
1-800-331-6053 FAX 1-605-335-0357  
www.cnasurety.com

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