

STATE OF CALIFORNIA
SECRETARY OF STATE



APPLICATION TO PRODUCE OR MANUFACTURE NOTARY PUBLIC SEALS

(Read instructions provided on back before completing this application - TYPE OR PRINT IN INK)

Check the appropriate box or boxes below for the type of seal(s) you will produce:

Rubber Stamp Electronic Seal

Check here if you do not wish to be included on the list of approved seal manufacturers. (See Note in Instructions.)

FOR SECRETARY OF STATE USE ONLY
ID NUMBER _____
START DATE _____

SEAL MANUFACTURER

NAME OF BUSINESS _____

BUSINESS ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP CODE _____

COUNTRY (IF OUTSIDE US) _____

BUSINESS TELEPHONE NUMBER (_____) _____ EXT _____ FAX NUMBER (_____) _____

PERSON RESPONSIBLE FOR COMPLIANCE WITH LAW, PROCEDURES AND GUIDELINES

FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP CODE _____

COUNTRY (IF OUTSIDE US) _____

TELEPHONE NUMBER (_____) _____ E-MAIL ADDRESS _____

I, the undersigned, hereby certify that the information contained in this application is true and complete to the best of my knowledge. I also certify that I have read fully and understand the relevant law regarding the production or manufacture of notary public seals in California and the Procedures and Guidelines for the Issuance of Notary Seals. I agree to exercise reasonable care to ensure that the provisions of those procedures and guidelines and relevant laws are complied with.

Signature of Responsible Person

Date

Typed or Printed Name

Instructions To Become an Authorized Seal Manufacturer

1. Review the "Procedures and Guidelines for the Issuance of Notary Public Seals" and the Government Code Section 8207 et. seq. that are enclosed. Persons not complying with the law are subject to civil penalties of \$1,500 for each violation pursuant to Government Code Section 8207.4.
2. Complete the application on the reverse side. Indicate by checking the appropriate box on the application whether you will manufacture rubber stamps, electronic seals, or both.
3. Mail the completed application, along with the following items, to the Secretary of State, Business Programs Division, Notary Public & Special Filings Section, Post Office Box 942877, Sacramento, CA 94277-0001:
 - The application fee of \$50.00. If paying by check, please make check payable to the "Secretary of State."
 - A photographic sample of a seal that contains the required elements and meets the size specifications under Government Code section 8207. You may use "XXX1" as a generic identification number. Sample seals have been included in the enclosed procedures and guidelines.
 - If you are applying to manufacture an electronic seal, please provide a description of the process that will be used to meet the requirements set forth in the guidelines. A demonstration of your process may be required.
4. Once you have submitted the applicable materials as described above, we will review your application. If your application is approved, you will be issued an identification number via facsimile letter, with original letter to follow in the mail.

Note: If your application is approved, your business name will be included on the list of authorized seal manufacturers that is included in the commission packet sent to all newly commissioned notaries. If you do not want to be contacted directly by a notary to have a seal manufactured, please check the appropriate box on the application.

If you have any questions concerning the application, this process, the law, or the procedures and guidelines, please contact the Notary Public Section by telephone, (916) 653-3595, or by FAX, (916) 653-9580.