

KANSAS STATE UNIVERSITY  
Manhattan, Kansas

REQUEST OF NOTARY PUBLIC

Please obtain a Notary Public Appointment for \_\_\_\_\_  
(Name of applicant)

from the Kansas Secretary of State, who will notarize official University documents for  
our department.

This appointment is:

New \_\_\_\_\_ Renewal \_\_\_\_\_ (Expiration date if current notary \_\_\_\_\_.)

- 1) I understand that the invoice for the Notary Public bond and filing fees, totaling approximately \$75.00, will be forwarded to my department for payment when it is received, which I have indicated below.
  
- 2) I understand that my department is to purchase the notary public seal or rubber stamp. (New seals cost approximately \$22.00, replacement seals approximately \$13.00, and rubber stamps approximately \$12.00.)

Approval information is indicated below.

DATE \_\_\_\_\_

\_\_\_\_\_  
Department Head (typed or printed)

Contact phone # \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Room Number and Building