



LOGAN LAVELLE HUNT

Obtaining or Renewing Your Notary is as Easy as **1 2 3**

We would like to help you obtain your Notary appointment by making the process as easy as possible. For over sixty years, we have been helping individuals obtain their notary appointment. **The process is simple:**

1

Answer the questions on the enclosed application and sign at the bottom (note the signature **must match** the name as entered on line 1 of the application). **Return the application to our office along with a check for \$50.60 payable to Logan Lavelle Hunt.** This fee includes the \$10 fee to the Secretary of State and the Notary Bond fee of \$40.60. **It does not cover the County Clerk fee which is \$19 for Jefferson County.**

Upon receipt of the application, we will secure the Certificate of Approval and do all of the necessary paperwork.

2

3

The Secretary of State will send your Notary Certificate to the County Clerk. At the same time, you will be notified by mail via a postcard from the state that your appointment may be picked up at the County Clerk's office upon attainment of Surety. The postcard from the State can look like "junk mail" so check your mail carefully.

Once you receive your postcard from the Secretary of State, you may go to the Courthouse at your convenience. It is not necessary to call our office. The Jefferson County Courthouse is located at 5th and Jefferson- Room 100A. Tell them that Logan Lavelle Hunt is signing your bond. You will need to pay the clerk their fee of \$19, show identification, and pick up your certificate. If you have any questions feel free to call our Notary Department at 502-657-2318.

Please Mail the completed application and a check for \$50.60 to Logan Lavelle Hunt at:

Logan Lavelle Hunt
Attn: Notary Department
11420 Bluegrass Parkway
Louisville, KY 40299

Helpful Tip:

It usually takes 3 to 4 weeks from the time we receive your paperwork to the time you receive the postcard from the State. Mailing to us 1 month before your appointment expires is a good rule of thumb to ensure your appointment does not expire.

11420 Bluegrass Parkway | Louisville, KY 40299 | 502.499.6880 | info@llhins.com
www.LLHins.com

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COMMONWEALTH OF KENTUCKY
ALISON LUNDERGAN GRIMES, SECRETARY OF STATE

Division of Corporations
Notary Commissions
PO Box 821
Frankfort, KY 40602
(502) 564-3490
www.sos.ky.gov

Notary Public State at Large
Application for Appointment and Reappointment

Pursuant to the provision of KRS 423.110, the undersigned applies to the Office of the Secretary of State to be appointed by the Governor of Kentucky to the Office of Notary Public-State at Large. For this purpose the undersigned applicant makes the following statements:

- 1. Name of applicant:
(Please print or type name as it is to appear on your commission certificate.)
2. Date of birth: (month-day-year) 3. Daytime phone number: (Include area code)
4. Home address of applicant where notification will be mailed:
5. County of Commission (County specified for 5a of 5b must match the county of the official signature below on the "Certificate of Approval")
a. Kentucky County of Residence:
or
b. Kentucky County where the applicant's principal place of employment is located
6. Application is being made for: [] new appointment [] reappointment (my commission expires on: Month ___ Day ___ Year ___) (Please do not send your application for reappointment earlier than four (4) weeks before your current commission is to expire.)
7. [] Check the box if you wish to have your mailing address published on the notary website.

CERTIFICATE OF APPROVAL

(Must be completed by a county official BEFORE mailing to the Secretary of State Notary Commissions)

The undersigned, an official authorized by statute to approve this application, states that the applicant herein is over eighteen (18) years of age, if a Kentucky resident, is a resident of or principally employed in the above-named county, or if not a Kentucky resident, but is employed in Kentucky, is principally employed in the above named county, is of good moral character (not a convicted felon), and is capable of discharging the duties imposed by law upon the Office of Notary Public of the Commonwealth of Kentucky. NOW, THEREFORE, by virtue of the foregoing statements I have made and the authority granted to me by statute, my approval to the foregoing application is hereby granted.

Name of Official: Bobbie Holsclaw
Please Print or Type

Signature of Official:

Official's Title: Jefferson County Clerk Official's County: Jefferson Co., Louisville, KY 40232-3033
Please Print or Type Please Print or Type

Please Note: The Certificate of Approval must be signed by one of the following officials: Circuit Judge, Circuit Clerk, County Judge/Executive, County Clerk, Justice of the Peace (Magistrate) or Member of the General Assembly of the county of residence of the applicant or in the county in which the applicant's principal place of employment is located. (Official signature must match county listed on line 5.)

Email Address (to receive future notary reminders):

Signature of Applicant:
(Signature of Applicant must match the name as it appears on line 1)