



ORDER FORM (All States)

American Association of Notaries



PO Box 630601, Houston, Texas 77263

Phone Number 1-713-644-2299 Fax 1-713-649-0011

Office Hours: 9am – 5pm CST

3 Easy Ways To Order:

By Phone:
1-713-644-2299

Online:
www.usnotaries.com

By Mail:
American Association of Notaries
PO Box 630601 Houston, TX 77263

So that we may process your order promptly, please provide us with a copy of your notary commission certificate. **Use a work street address for faster delivery and tracking service.** For fastest service, order online or call your orders in. Most orders placed by noon CST during our normal business hours will be shipped on the next business day.

Name as it appears on your commission certificate*

County Name (If Applicable) _____

Commission or Appointment # _____

Commission expiration date (mm/dd/yyyy): _____

*New applicants: Enter your name as it appears on your notary application. Leave exp. date & comm. no. blank.

Shipping Address

Company Name _____

Address _____

City _____

State _____ Zip _____

Daytime Phone Number (_____) _____

Shipping Information: Your shipment contains valuable items. Please choose a work street address where someone will be available to sign for your delivery.

Form of Payment

Mail To: PO BOX 630601, Houston, TX 77263

Check enclosed payable to: **American Association of Notaries**

Check No. _____

Please charge my credit card account:



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Expiration Date:

Customer Signature _____

Billing Address (Leave blank if same as shipping)

Email Address _____

AAN Membership/Account No. (if available) _____

Refund Policy: Requests for refunds on all incomplete orders must be in writing.

Type in any special instructions regarding shipping, stamp manufacturing, or other special needs

| ITEM # | QUANTITY | PRODUCT DESCRIPTION (Include color choices for stamp ink and cases where applicable) | PRICE | TOTAL |
|--------|----------|--|-------|-------|
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- California notaries - Mail original "Certificate of Authorization" with your order.
- Oregon notaries - Mail/Fax a copy of the "Certificate of Authorization" with your order.
- AZ/GA/MO/MT/NV/WA notaries - Mail/Fax a copy of your notary commission certificate.
- North Dakota notaries - Mail/Fax "Authorization to purchase notary public seal/stamp" form.
- Utah notaries - Mail/Fax "Certificate of Authority of Notary Public" form.



Please add an additional **\$7.00** for **UPS Ground** delivery.

| | | |
|----------------------|----|-------------|
| Sub-total | \$ | |
| USPS Shipping | \$ | 6.95 |
| TOTAL | \$ | |