

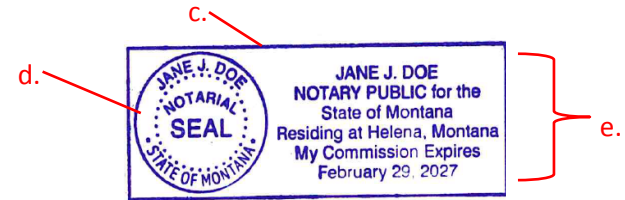
About the Secretary of State’s Recommended Vendor List

The Secretary of State publishes a Recommended Vendor List on the SOS website, sosmt.gov, to assist notaries in obtaining the tools necessary for the performance of their official duties, specifically stamps, journals and surety bonds. Montana notaries are not required to procure any product from these vendors. This information is provided to notaries as a courtesy and does not constitute an endorsement by the secretary of state or a guarantee of any amount of business as a result of the listing.

Stamp Vendors ONLY: In order to be included on the Secretary of State’s Recommended Vendor List, _____ agrees to manufacture Montana notary stamps as prescribed by the Secretary of State and will:

Stamp Vendor Name

1. Verify the customer has been commissioned as a Montana Notary Public by checking their certificate of commission.
2. Manufacture for notaries an ink stamp unit that meets the following requirements (see image below):
 - a. rectangular in shape and approximately 1” by 2 ½” in size
 - b. blue or black ink only
 - c. rectangular border
 - d. circular seal to the left that includes the words “notarial seal,” “State of Montana” and the notary’s name as it appears on his or her certificate of commission
 - e. printed block of text to the right of the seal that includes:
 - i. the notary’s printed name as it appears on his or her certificate of commission;
 - ii. the title, “Notary Public for the State of Montana”;
 - iii. the words, “Residing at” with the name of the city or town and state where the notary lives; and,
 - iv. the notary’s commission expiration date, shown as Month Day, Four Digit Year. (Note: The commission expiration date must be complete; it is not acceptable for notaries to “fill in” the year.)



By signing and submitting this form, the vendor is representing that it has fulfilled any and all requirements to sell the selected product within the state of Montana. **NOTE: You must be registered with the Secretary of State’s Office and provide your Folder Identification Number below.**

Vendor Address	Vendor Phone	Printed Name, Title	
Vendor City, State, Zip	Vendor Email	Signature	Date
Vendor Website	Folder Identification Number		

Products you offer (circle those that you want listed): Stamps Journals Bonds

Please return this request to Montana Secretary of State Notary Services
 Email: SOSNotary@mt.gov | Mail: PO Box 202801, Helena, MT 59620-2801