

721—4.1(17A) Forms and instructions. Forms and their instructions are developed by the agency in accordance with statutory directives. Forms used on the secretary of state website's fast track filing system have the same functions and descriptions as the forms described in this chapter.

Copies of forms relating to corporation matters, the Uniform Commercial Code, elections, and other services may be seen at the secretary of state's Lucas State Office Building office, Des Moines, Iowa 50319; or on the secretary of state website at sos.iowa.gov.

The subrules which follow describe those forms which members of the public use when dealing with the agency and its various divisions.

4.1(1) Forms of general application.

a. Public disclosure of gifts made to a "local official," "local employee," or to the person's immediate family.

b. Disaster Recovery Registration—used for registering in compliance with Iowa Code chapter 29C.

c. Apostille or Certification Request Form—used to order apostilles or certified copies.

d. Condemnation Application—for use by county recorders and sheriffs pursuant to Iowa Code sections 6B.3(3) "b" and 6B.38(2).

e. Credit Card Payment Authorization Form—used to pay fees with a credit or debit card.

f. Charge Transaction Form—used to charge fees to an existing secretary of state charge account.

g. Transient Merchant Application—application for transient merchant license required by Iowa Code section 9C.3.

h. Application for Registration/Renewal as an Athlete Agent—used to apply for a new certificate of registration to act as an athlete agent in the state of Iowa or to renew an existing registration.

4.1(2) Notary public forms. Copies of notary public forms are available to the public on the secretary of state website at sos.iowa.gov or upon request to the Notary Clerk, Office of the Secretary of State, Lucas State Office Building, Des Moines, Iowa 50319. The telephone number is (515)281-5204.

a. Application for Commission as Notary Public—used to apply to be commissioned as an Iowa notary public.

b. Application for Renewal of Commission—used to apply to renew an existing Iowa notary public commission.

c. Notary Public Change/Amendment to Application—used to update an Iowa notary public commission record.

d. Certificate of Notarial Commission.

e. Statement of Complaint Regarding a Notary Public, Notarial Officer, or Remote Notarization Transaction.

f. Application for Approval to Perform Notarial Acts for Remotely Located Individuals.

4.1(3) Trademark registration forms.

a. Trademark/Service Mark Registration Application—application to register a mark currently in use in Iowa.

b. Trademark/Service Mark Renewal Application—application to apply to renew mark registration for one additional five-year period.

c. Trademark Assignment Application—to assign a mark registration from current registrant to a new registrant.

4.1(4) Credit services organization forms.

a. Registration of Credit Services Organization—registration statement required by Iowa Code section 538A.5.

b. Credit Services Organization Bond Form—submitted with Iowa Code section 538A.4 surety bond filing.

c. Surety Account Notice for a Credit Services Organization—submitted in accordance with Iowa Code section 538A.4 to notify the secretary of state of establishment of a surety account.

This rule is intended to implement Iowa Code chapter 17A.

[ARC 7059C, IAB 8/23/23, effective 9/27/23]