

Ink Re-Order Instructions

SELF-INKING STAMPS

1. Identify the Trodat number on the front of your stamp. (If you have a round style stamp, the number is 4924. If you have a Trodat Professional stamp, the number is 5204.)
2. Follow the chart below to identify which ink cartridge to order. (Includes two ink cartridges):



Trodat Stamp #	Ink Cartridge Refill Item Code	
	\$8 Black	\$8 Purple
4912	#64912BLK2	#64912PUR2
4913	#64913BLK2	#64913PUR2
4915*	#64915BLK2	#64915PUR2
*Includes D.C. jurat stamp		
	\$12 Black	\$12 Purple
4924	#64924BLK2	#64924PUR2
4929	#64929BLK2	#64929PUR2
	\$15 Black	\$15 Purple
5204	#65204BLK2	#65204PUR2

PRE-INKED STAMPS

Stamp Type	Inking Fluid Item Code	
	\$11 Black	\$11 Purple
Ink Refills for SuperSlim, Jurat and Acknowledgment Stamps**	#2717	#2704

**Includes two 1/4 oz. tubes.

Pricing, product features and specifications, and information subject to change without notice.

**For Ink Refills Call Toll-Free to Order:
1-800-US NOTARY (1-800-876-6827)**

How To Use Your Notary Seal Embosser

For best results, please read and follow the instructions thoroughly.



PLEASE NOTE THAT YOUR EMBOSSER IS EXTREMELY HEAT SENSITIVE AND MUST BE KEPT OUT OF DIRECT OR EXTREME HEAT. OTHERWISE IT WILL MALFUNCTION.

To Assemble Embosser

1. Hold embosser with handle up and pull out the round embosser plates from the back of the embosser (Fig. 1).
2. With grooves on bottom of embosser plates facing down, squeeze plates together firmly and slide into seal press (Fig. 2).
3. Metal tabs on seal press will lock into grooves on bottom of embosser plates.



Please verify that all the information on your stamp matches your Notary commission certificate **EXACTLY**.

For Compact Carrying

1. Remove embosser plates from the embosser by squeezing the two round embosser plates together and pulling out from the seal press (Fig. 2).
2. Insert plates sideways into back of embosser under handle (Fig. 1).

To Lock or Unlock Seal

Squeeze handle down and slide button on side of handle up to lock. Slide down to unlock.

The lock on this seal is designed for quick one-hand operation. Keep seal locked when not in use to ensure that embosser is clean and protected.

IMPORTANT

Stamp & Embosser Operation and Re-Inking Instructions



NATIONAL NOTARY ASSOCIATION
9350 De Soto Avenue, Chatsworth, CA 91311-4926
NationalNotary.org

60 YEARS
OF SERVICE



NATIONAL
NOTARY
ASSOCIATION

NOTARY STAMP INSTRUCTIONS

Please read the following instructions carefully to maximize the life of your stamp and to ensure its optimum performance.

VERIFY STAMP INFORMATION

Please verify that all the information on your stamp matches your Notary commission certificate **EXACTLY**.

USING YOUR STAMP

Make sure your document is on a firm, flat surface for stamping. Stamping documents on stacks of paper, files or magazines may produce a legally unacceptable image on your document that may later be rejected.

- Practice using your stamp on scratch paper before notarizing (be sure to shred this practice paper)
- Place the printing surface of your stamp flatly on your document
- DO NOT ANGLE THE STAMP
- Hold your stamp with your thumb and fingers; do not press down with the palm of your hand
- Press and release

The image should CLEARLY show all letters and numbers, the stamp border and the state seal, if included.

Not recommended for onion skin or mylar documents.

CLEANING YOUR STAMP

Apply and remove a piece of clear tape to the raised lettered surface of your stamp to collect dust and dirt. If your stamp includes a removable cover, be sure to replace the cover immediately after using your stamp.



PROTECTING YOUR STAMP

Warning: Your stamp is heat sensitive and must be stored at room temperature. Exposing your stamp to heat will cause damage and poor impressions. Keep exposed lettering from sharp surfaces.

RE-INKING INSTRUCTIONS

Self-Inking Stamps

Important: Only use Trodat ink cartridge refills for these stamp styles.



STYLE STAMPS

Rectangular (4912, 4913, 4915*)

1. Compress stamp enough to uncover ink cartridge on back.
2. Slide lock on back of stamp to hold in place.
3. Grip ink cartridge using grip zones and pull ink cartridge out.
4. Slide new ink cartridge into place.



*Includes D.C. jurat stamp

Rectangular — Washington (4929)

1. Compress stamp just enough to relieve ink pad from rubber stamp.
2. Press in both lock buttons on sides of stamp to hold in place.
3. Push in the button on front of stamp. Ink cartridge will pop out the back. Holding ink cartridge by sides, pull ink cartridge out.
4. Slide new ink cartridge into place.



Round (4924)

1. Compress stamp just enough to relieve ink pad from rubber stamp.
2. Press in both red lock buttons on sides of stamp to hold in place.
3. Push ink cartridge out using finger or object such as a pen. Holding ink cartridge by sides, pull ink cartridge out.
4. Slide new ink cartridge into place.



TRODAT PROFESSIONAL STAMPS (5204)

Important: Only use Trodat ink cartridge refills for these stamp styles.



1. Compress stamp just enough to separate ink pad from rubber stamp.
2. Press in lock button on front of stamp to hold in place.
3. Using tab on back of ink cartridge, pull ink cartridge out.
4. Slide new ink cartridge into place.



Pre-Inked Stamps

Important: Only use oil-based ink when re-inking these stamp styles.



SuperSlim, Jurat & Acknowledgment Stamps

1. Slide the dye box out or remove stamp top.
2. Place a few drops of original color ink in the opening of the dye box or top.
3. Replace dye box or top.
4. Let your stamp sit overnight.
5. If impression is unclear, repeat steps 1–4.

