



State of North Carolina
 Department of the Secretary of State
 Elaine F. Marshall, Secretary of State

**NORTH CAROLINA NOTARY PUBLIC
 CHANGE OF NAME/ADDRESS/CONTACT INFORMATION FORM**

PLEASE PRINT IN INK OR TYPE

ASSISTANCE: The Notary Public Section is available for assistance from 8:00am to 5:00pm, Monday through Friday, with the exception of holidays. You may contact us at (919) 807-2219.
FEE: **NO FEE FOR CHANGE OF NAME/ADDRESS/CONTACT INFORMATION FORM.**
MAIL FORM TO: **Notary Public Section**
Department of the Secretary of State
PO Box 29626
Raleigh, NC 27626-0626

Check the block or blocks that apply:

- Change of Name
- Change of Address
- Changed/Updated Other Contact Information (e-mail, phone numbers, fax, etc.)

If "both" name and county are being changed simultaneously use the Application for Reappointment Form.

1. Full Legal Name: (First, Middle/Maiden, Last) <input type="checkbox"/> Male <input type="checkbox"/> Female			
2. Commissioned Name:		3. County of Commission:	4. Date of Birth:
5. Old Mailing Address:		City:	State: Zip:
6. Old Residence Address:		City:	State: Zip:
7. Social Security Number:		8. E-Mail Address:	
9. New Name on Commission:		10. New County of Commission:	
11. New Mailing Address:		City:	State: Zip:
12. New Residence Address:		City:	State: Zip:
13. Old Business Address:		City:	State: Zip:
14. New Business Address:		City:	State: Zip:
15. Business Phone Number: ()	16. Home Phone Number: ()	17. Fax Phone Number: ()	

(Your signature on this form does not have to be notarized)

Signature of Applicant: _____

Date: _____

INSTRUCTIONS ON THE BACK OF FORM

INSTRUCTIONS FOR CHANGE OF NAME/ADDRESS

NAME CHANGE GUIDELINES

1. N.C. General Statute § 10B-51(a) states that (a) **within 45 days after the legal change of a notary's name**, a notary shall send the Secretary by fax, e-mail, or certified mail (return receipt requested), a signed notice of the change. The notice shall include both the notary's former name and the notary's new name. (b) A notary with a new name may continue to use the former name in performing notarial acts until **all** of the following steps have been completed:
 - (1) The notary receives a confirmation of Notary's Name Change from the Secretary.
 - (2) The notary obtains a new seal bearing the new name exactly as that name appears in the confirmation from the Secretary.
 - (3) The notary appears before the register of deeds to which the commission was delivered within 45 days of the effective date of the change to be duly qualified by taking the general oath of office prescribed in G. S. 11-11 and the oath prescribed for officers in G. S. 11-7 under the new name and to have the notary public record changed to reflect the new commissioned name.
- (c) Upon completion of the requirements in subsection (b) of this section, the notary shall use the new name.

ADDRESS CHANGE GUIDELINES

1. If the county changes due to the address change, the notary may continue to use the seal or stamp for the previous county of commission and at the time of expiration re-apply for the county of residence.
2. Within 45 days after the change of a notary's residence, business, or any mailing address or telephone number, the notary shall send to the Secretary by fax, e-mail, or certified mail (return receipt requested), a signed notice of the change, giving both old and new addresses or telephone numbers according to N. C. § General Statute 10B-50.

PLEASE NOTE: Please allow approximately **three weeks** for the processing of applications.

May 2006 NP-NAC