



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

OFFICE USE ONLY

NP# \_\_\_\_\_

Examiner \_\_\_\_\_

Proofed \_\_\_\_\_

**APPLICATION FOR NORTH CAROLINA NOTARY PUBLIC  
 CHANGE OF NAME/ADDRESS**

**THIS FORM MUST BE COMPLETE, LEGIBLE AND CORRECT OR APPLICATION WILL BE  
 RETURNED. 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) 807-2131.  
**FEE:** NO FEE FOR CHANGE OF NAME/ADDRESS APPLICATION.  
**MAIL APPLICATION 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

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

<b>1. Name on Current Commission:</b>			
<b>2. Expiration Date on Commission:</b>		<b>3. County of Commission:</b>	
<b>4. Residence Address:</b>		<b>City:</b>	<b>State:</b>
			<b>Zip:</b>
<b>5. Social Security Number:</b>		<b>6. E-Mail Address:</b>	
<b>7. New Name on Commission:</b>			
<b>8. New Residence Address:</b>		<b>City:</b>	<b>State:</b>
			<b>Zip:</b>
<b>9. Business Phone Number:</b> ( )	<b>10. Home Phone Number:</b> ( )	<b>11. Fax Phone Number:</b> ( )	
<b>12. I hereby certify that the above name change is true and correct. (Use for name change only)</b>			
Signature of applicant: _____ (must be the same as entered into box #7)			
<i>The following is for a notary public to notarize YOUR signature:</i>			
	State of North Carolina County of _____		
	Sworn to and subscribed before me this the ____ day of _____ in the year of _____.		
	Official Seal Or Stamp		
	_____ NOTARY PUBLIC		
	← _____ COMMISSION EXPIRES		

INSTRUCTIONS ON THE BACK OF FORM

## INSTRUCTIONS FOR CHANGE OF NAME/ADDRESS

### **NAME CHANGE GUIDELINES**

1. N.C. Gen. Stat. § 10A-13(b) states that **within 30 days after changing names**, a notary shall notify the Secretary of State of the change by submitting a name/address change form. The Secretary of State shall cancel the notary's commission under the old name, issue a commission under the new name, direct the notary to reappear before the Register of Deeds to take the oath of office, and direct the Register of Deeds to correct the Record of Notaries Public.
2. The change is made for the duration of the existing term of your commission. The expiration date will not change.
3. Upon receiving confirmation of approval of the name change from the Secretary of State Notary Public Section, the notary must reappear before the Register of Deeds to take the oath of office and sign the Record of Notaries Public. The Register of Deeds fee for administering the oath is \$10.00.

### **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. Address changes must be sent via certified or registered mail pursuant to G.S. 10A-13.

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

**January 2004 NP-NAC**