



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

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

**PLEASE PRINT IN BLACK INK OR TYPE**

Check the block or blocks that apply:

- Change of Name
- Change of Address
- Change/Update Other Contact Information (e-mail, phone numbers, employer, etc.)
- Change of Name and Address with New County (**DO NOT USE THIS FORM. If both name and county are being changed at the same time, use the Application for Reappointment Form**)

|  |  |                                 |        |   |  |
|--|--|---------------------------------|--------|---|--|
| 1. New Full Legal Name: (First, Middle/Maiden, Last – including changes) |  |                                 |        | <input type="checkbox"/> Male <input type="checkbox"/> Female |  |
| 2. Current Commission Name:  |  | 3. County of Commission         |        | 4. Date of Birth:   |  |
| 5. Former Mailing Address:   |  | City:                           | State: | Zip:  |  |
| 6. Former Residence Address:   |  | City:                           | State: | Zip:  |  |
| 7. Social Security #:  |  | 8. E-Mail Address:              |        |   |  |
| 9. New Commission Name:  |  | 10. New Residence County:       |        |   |  |
| 11. New Mailing Address:   |  | City:                           | State: | Zip:  |  |
| 12. New Residence Address:   |  | City:                           | State: | Zip:  |  |
| 13. Former Business/Employer Name:                                       |  |                                 |        |   |  |
| 14. Former Business/Employer Address:                                    |  | City:                           | State: | Zip:  |  |
| 15. New Business/Employer Name:  |  |                                 |        |   |  |
| 16. New Business/Employer Address:                                       |  | City:                           | State: | Zip:  |  |
| 17. Former Business Phone # + ext:<br>( )                                |  | 18. Former Home Phone #:<br>( ) |        | 19. Former Fax Phone #:<br>( )                                |  |
| 20. New Business Phone # + ext:<br>( )                                   |  | 21. New Home Phone #:<br>( )    |        | 22. New Fax Phone #:<br>( )                                   |  |

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

(Sign with new commission name - Signature does not have to be notarized)

## INSTRUCTIONS FOR CHANGE OF NAME/ADDRESS/CONTACT INFORMATION

**FEE:** No fee is required for filing the Change of Name/Address/Contact Information Form.

**MAIL FORM TO:** Notary Public Section                      **OR**                      **FAX FORM TO:** (919) 807-2210  
Department of the Secretary of State  
PO Box 29626  
Raleigh, NC 27626-0626

**EMAIL TO:** [notary@sosnc.gov](mailto:notary@sosnc.gov) (The Department will accept a scanned image of the form that includes your hand-written signature.)

### NAME CHANGE GUIDELINES

N.C. General Statute § 10B-51(a) states:

“(a) **Within 45 days after the legal change of a notary’s name**, a notary shall send to 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/CONTACT CHANGE GUIDELINES

N.C. General Statute § 10B-50 states:

“**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.”

### COUNTY CHANGE GUIDELINES

N.C. General Statute § 10B-52 states:

“(a) A notary who has moved to another county in North Carolina remains commissioned until the current commission expires, is not required to obtain a new seal, and may continue to notarize without changing his or her seal.

(b) When a notary who has moved applies to be recommissioned, if the commission is granted, the Secretary shall issue a notice of recommissioning.”

**\*If the county changes due to the notary’s address change, the notary should continue to use the seal or stamp for the previous county of commission until the expiration of the current commission. Upon renewal of the notary’s commission the notary shall purchase a new seal containing the name of the new county of commission.**

**ASSISTANCE:** The Notary Public Section is available for assistance from 8:00 am to 5:00 pm, Monday through Friday, except on State Holidays. You may contact us at (919) 807-2219 or send an email to [notary@sosnc.gov](mailto:notary@sosnc.gov)

PLEASE NOTE: Please allow approximately **two weeks** for processing.

**August 2009 NP-NAC**