



State of Arizona

Notice of Loss or Theft

Notary Journal/Seal/Commission Certificate

Mail to: Arizona Secretary of State Ken Bennett

Attention: Business Services, Notary Department
1700 W. Washington Street, 7th Fl., Phoenix, AZ 85007-2888
(602) 542-6187 (800) 458-5842 (within Arizona)
Website: www.azsos.gov

DO NOT WRITE IN THIS SPACE

Please Note: A notary commissioned in the State of Arizona has 10 days to notify our office under statute of a stolen seal, certificate, and/or journal.

FOR OFFICE USE ONLY - REV. 06/15/10

NOTICE OF LOSS OR THEFT OF NOTARY JOURNAL/SEAL/COMMISSION CERTIFICATE

Contact Authorities

Contact your local law enforcement agency and file a lost/theft report (A.R.S. § 41-323(b)).

About this form

Use this form to report to the Secretary of State the loss or theft of a Notary Journal and/or Seal and/or Commission Certificate.

Notification Requirements

A notary public shall notify the office within 10 DAYS as specified under A.R.S. § 41-323(B). Failure to comply with this law may result in a \$25 civil penalty fee. Under A.R.S. § 41-323(C), failure of notification may be grounds for a commission to be revoked because "the notary has failed to fully and faithfully discharge the duties of a notary."

Replacement Commission Certificate Fee:

To request a new commission certificate, send this notice with a check or money order of \$18 made payable to Secretary of State. Credit cards are not accepted. The certificate is mailed to the mailing address on file.

How to complete this form

Print clearly for accuracy or computer generate this form online. Fill in ALL blank fields. If a field is "not applicable" please designate your response by inserting n/a in the field provided.

Report Submission Requirements

This report must be sent by means providing a receipt under A.R.S. § 41-323(B). Send it by certified mail, fax it to (602) 542-4366 or deliver in person to the Secretary of State's Phoenix Customer Service Center or Tucson office (see addresses below).

Send completed notice by CERTIFIED MAIL to the address above, or return in person:

PHOENIX - State Capitol Executive Tower 1700 W. Washington Street First Floor, Room 103 Open Monday through Friday, 8 a.m. to 5 p.m. except state holidays.
TUCSON - Arizona State Complex Building 400 W. Congress Second Floor, Room 252

1. Notary Information

NOTARY COMMISSION NUMBER OR SOCIAL SECURITY NUMBER

Table with 3 columns: LAST NAME (As shown on notary certificate), FIRST NAME (As shown on notary certificate), MIDDLE (If used)

2. NOTICE OF LOSS OR THEFT ~ CHECK APPROPRIATE BOXES

Form with checkboxes for JOURNAL, SEAL, and COMMISSION CERTIFICATE, and options for MISSING or STOLEN. Includes fields for DATE MISSING or STOLEN and DESCRIPTION OF OLD SEAL (COLOR INK, SHAPE, OTHER).

It is recommended that you purchase a new seal that is a different shape from the missing seal to distinguish it from the old seal.

Table for DESCRIPTION OF NEW SEAL with columns for COLOR INK, SHAPE, and OTHER.

Form with checkboxes for COMMISSION CERTIFICATE, MISSING, or STOLEN, and DATE MISSING or STOLEN.

Please send me a replacement commission certificate. Enclosed is a check or money order for \$18 made payable to the Secretary of State.

3. LOSS/THEFT ENFORCEMENT AGENCY REPORT INFORMATION

Form with fields for REPORT OR CASE NUMBER, DEPARTMENT, OFFICE or AGENCY NAME, NAME of OFFICER OR AGENT PREPARING REPORT, and CONTACT INFORMATION (Phone, e-mail, address etc.).

4. NOTARY SIGNATURE ~ This notice shall be signed by the notary public under A.R.S. § 41-323(B)

Form with fields for SIGNATURE (Required), PHONE NUMBER, and DATE.