



State of Arizona

Notary Public Address/Name Change Form

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 Fax: 602-542-4366

DO NOT WRITE IN THIS SPACE

Address change: File an address change within 30 days of the change (A.R.S. § 41-323). Failure to notify of a mailing or residential address change within 30 days may result in a \$25 civil penalty.

Name change: File a name change within 30 days of the change of surname (A.R.S. § 41-327). Failure to notify the secretary of state of this change of surname is evidence of the notary's failure to fully and faithfully discharge the duties of a notary. The commission may be revoked.

FOR OFFICE USE ONLY - REV. 08/05/11

NOTICE OF ADDRESS/NAME CHANGE

About this form

Use this form to notify the Secretary of State of an address or name change to your Arizona Notary Public Commission.

Submission Requirements:

This form must be submitted by means providing a receipt. Submit your completed form by fax, certified mail or in person to the Secretary of State's Phoenix or Tucson offices (see addresses).

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

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

1. Notary Information

NOTARY COMMISSION NUMBER OR SOCIAL SECURITY NUMBER

Form with fields: LAST NAME (As shown on notary certificate), FIRST NAME (As shown on notary certificate), MIDDLE (If used)

2. Address Change ~ Check appropriate box and update address

a. NEW MAILING ADDRESS form with fields: DATE OF NEW MAILING ADDRESS, FORMER PHONE NUMBER, NEW PHONE NUMBER

FORMER MAILING ADDRESS, CITY, STATE, ZIP CODE

NEW MAILING ADDRESS, CITY, STATE, ZIP CODE

b. NEW HOME ADDRESS form with fields: DATE OF NEW HOME ADDRESS, FORMER PHONE NUMBER, NEW PHONE NUMBER

FORMER HOME (Physical) ADDRESS, CITY, STATE, ZIP CODE

NEW HOME (Physical) ADDRESS, CITY, STATE, ZIP CODE

c. NEW BUSINESS ADDRESS form with fields: DATE OF NEW BUSINESS ADDRESS, FORMER PHONE NUMBER, NEW PHONE NUMBER

FORMER BUSINESS NAME, NEW BUSINESS NAME

FORMER BUSINESS ADDRESS (This address is a public record), CITY, STATE, ZIP CODE

NEW BUSINESS ADDRESS (This address is a public record), CITY, STATE, ZIP CODE

3. Name Change ~ Check appropriate boxes, fill in surname, attach name change documentation.

NAME CHANGE & NOTARY COMMISSION:

If you ONLY want to use your new name as a notary public you must apply for a new commission. Refer to the application for Notary Public Commission and instruction form for applicable requirements and fees.

A.R.S. § 41-327: A notary public who has a change of surname may continue to use the official seal and commission in the notary public's prior name until that commission expires. The notary shall sign the changed surname on the line that is designated for the notary public's signature on the notarial certificate. Immediately below that signature, the notary public shall sign the name under which the notary was commissioned.

REASON FOR NAME CHANGE, NEW SURNAME

IF OTHER, SPECIFY

4. Notary Signature

SIGNATURE (Required), DATE