



**State of Arizona - Arizona Secretary of State**  
**NOTICE OF LOSS OR THEFT – JOURNAL AND/OR SEAL**  
**Business Services Division - Notary Department**  
 1700 W. Washington Street, 7th Floor, Phoenix, AZ 85007

Please write legibly or computer generate this notice. For your convenience, this notice has been designed to be filled out and printed online at the Secretary of State's website, [www.azsos.gov](http://www.azsos.gov), Business Services.

**DO NOT WRITE IN THIS SPACE.  
FOR OFFICE USE ONLY.**

**CONTACT AUTHORITIES**

CONTACT YOUR LOCAL LAW ENFORCEMENT AGENCY AND FILE A LOST/THEFT REPORT (A.R.S. § 41-323(B)).

**REPORT SUBMISSION REQUIREMENTS**

This report must be sent by means providing a receipt (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).

**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 CERTIFICATES**

To request a new commission certificate, send this notice with a check of \$18 made payable to Secretary of State.

<b>NOTARY COMMISSION NUMBER OR SOCIAL SECURITY NUMBER</b>		
<b>LAST NAME (As shown on notary certificate)</b>	<b>FIRST NAME (As shown on notary certificate)</b>	<b>MIDDLE (If used)</b>

**NOTICE OF LOSS OR THEFT ~ CHECK APPROPRIATE BOXES**

<input type="checkbox"/> <b>JOURNAL</b>	<input type="checkbox"/> MISSING <input type="checkbox"/> STOLEN	DATE MISSING or STOLEN	
<input type="checkbox"/> <b>SEAL</b>	<input type="checkbox"/> MISSING <input type="checkbox"/> STOLEN	DATE MISSING or STOLEN	
<b>DESCRIPTION OF OLD SEAL</b>	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.			
<b>DESCRIPTION OF NEW SEAL</b>	COLOR INK	SHAPE	OTHER
<input type="checkbox"/> <b>COMMISSION CERTIFICATE</b>	<input type="checkbox"/> MISSING <input type="checkbox"/> STOLEN	DATE MISSING or STOLEN	
<input type="checkbox"/> Please send me a replacement commission certificate. Enclosed is a check for \$18 made payable to the Secretary of State.			

**LOSS/THEFT ENFORCEMENT AGENCY REPORT INFORMATION**

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

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

SIGNATURE (Required)	PHONE NUMBER	DATE
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Submit your completed notice by fax, certified mail or in person.

**FAX to:**  
(602) 542-4366

**Send by CERTIFIED MAIL to:**  
 Arizona Secretary of State  
 Attn: Notary Department  
 1700 W. Washington Street, 7th Fl.  
 Phoenix, Arizona 85007

**Submit IN PERSON:**  
**Phoenix**  
 Customer Service Center  
 14 N. 18th Ave.  
 Phoenix, Arizona 85007

**Tucson**  
 Arizona State Complex Building  
 400 W. Congress, 2nd Fl., Room 252  
 Tucson, Arizona 85701