



**MICHELE REAGAN**  
Secretary of State

**State of Arizona - Office of the Secretary of State**  
**Notary Public Notice of Loss or Theft**  
**Notary Journal/Seal/Commission Certificate**

**SEND BY MAIL TO:**

Secretary of State Michele Reagan, Atten: Notary Division  
1700 W. Washington Street, FL. 7, Phoenix, AZ 85007-2808

**OR return the application in person:**

**PHOENIX** - State Capitol Executive Tower, 1700 W. Washington Street, 1st Fl., Room 103  
**TUCSON** - Arizona State Complex, 400 W. Congress, 1st Fl., Suite 141

**Office Hours: Monday through Friday, 8 a.m. to 5 p.m., except state holidays.**

**IN-PERSON ONLY** - We accept major credit cards and bank debit cards.

**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.

**DO NOT WRITE IN THIS SPACE**

**FOR OFFICE USE ONLY**  
**SOSBSNOTICE REV. 3/12/2015**

**INSTRUCTIONS**

**When to use 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.

**Contact Authorities:** Before using this form, contact your local law enforcement agency and file a loss/theft report (A.R.S. § 41-323(B)).

**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."

**Be Accurate:** Print clearly for accuracy or computer generate this form online.

**Replacement Certificates:** To request a new commission certificate, send this form and a \$18 check or money order made payable to Secretary of State. The certificate is mailed to the mailing address on file.

**Submission:** 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 or Tucson office.

**Processing:** 2-3 weeks; expedited service, include an additional \$25 (24-48 hours).

**Website:** All forms are available on the Secretary of State's Website, [www.azsos.gov](http://www.azsos.gov).

**Questions?** Call (602) 542-6187; in-state/toll-free (800) 458-5842.

**1. Notary Information**

<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>
<b>PHONE NUMBER</b> ( ) ( )	<b>BUSINESS NUMBER</b> ( ) ( )	<b>E-MAIL ADDRESS</b>

**2. Notice of Loss or Theft ~ Check Appropriate Boxes**

a. <input type="checkbox"/> <b>JOURNAL</b>	<input type="checkbox"/> MISSING <input type="checkbox"/> STOLEN	DATE MISSING or STOLEN
b. <input type="checkbox"/> <b>SEAL</b>	<input type="checkbox"/> MISSING <input type="checkbox"/> STOLEN	DATE MISSING or STOLEN
<b>OLD SEAL DESCRIPTION</b>	COLOR INK	SHAPE
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>NEW SEAL DESCRIPTION</b>	COLOR INK	SHAPE
c. <input type="checkbox"/> <b>COMMISSION CERTIFICATE</b>	<input type="checkbox"/> MISSING <input type="checkbox"/> STOLEN	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.		
I would like expedited service. Enclosed are \$18 and \$25 checks made payable to the Secretary of State.		

**3. Loss/Theft Enforcement Agency Report Information**

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

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

<b>SIGNATURE (Required)</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>