



Notary Public Request to Change Record

Please Type or Print Clearly in Ink
No Filing Fee

Return to: Secretary of State, 500 East Capitol Ave, Pierre, SD 57501

Name as it appears on your commission _____

Date commission issued _____

County _____ Date of Birth _____

Mark all boxes that apply:

Make Imprint of New Seal Here

Change Seal:

- I would like to use the new notary seal imprint shown and will continue the use of my current notary seal. When I renew my commission, I am aware I will need to place an imprint of both notary seals on the application.
- I would like to discontinue the use of my current notary seal on file and use the imprint of the new notary seal shown.

Change Name:

- I would like to change my name on my notary public commission and will use the imprint of the new notary seal above. Complete the following:

Date of name change _____

Changed by Court Order Marriage

New name _____
(as it appears on new notary seal)

Change Address:

- I would like to change my physical address on file to the address below.

Physical Address _____ City _____ State _____ Zip _____ County _____

- I would like to change my mailing address on file to the address below.

Mailing Address _____ City _____ State _____ Zip _____ County _____

I hereby state that the above information is true and correct. I understand that I will not be able to use a new notary seal imprint until I am notified by the Secretary of State.

Dated _____

(Signature)