INSTRUCTIONS FOR CHANGE OF NAME/ADDRESS/CONTACT INFORMATION

No fee is required for filing the Change of Name/Address/Contact Information Form. FEE:

MAIL FORM TO: Notary Public Section OR FAX FORM TO: (919) 807-2210

Department of the Secretary of State

PO Box 29626 Raleigh, NC 27626-0626

EMAILTO: notary@sosnc.com (The Department will accept a scanned image of the form that includes your hand-written signature.)

NAME CHANGE GUIDELINES

N.C. General Statute § 10B-51(a) states:

*(a) Within 45 days after the legal change of a notary's name, a notary shall send to the Secretary by fax, e-mail, or certified mail (return receipt requested), a signed notice of the change. The notice shall include both the notary's former name and the notary's new name.

(b) A notary with a new name may continue to use the former name in performing notarial acts until all of the following steps have been completed:

- The notary receives a confirmation of notary's name change from the Secretary.
 The notary obtains a new seal bearing the new name exactly as that name appears in the confirmation from the Secretary.
- (3) The notary appears before the Register of Deeds to which the commission was delivered within 45 days of the effective date of the change to be duly qualified by taking the general oath of office prescribed in G. S. 11-11 and the path prescribed for officers in G. S. 11-7 under the new name and to have the notary public record changed to reflect the new commissioned name
- (c) Upon completion of the requirements in subsection (b) of this section, the notary shall use the new name."

ADDRESS/CONTACT CHANGE GUIDELINES

N.C. General Statute § 10B-50 states:

"Within 45 days after the change of a notary's residence, business, or any mailing address or telephone number, the notary shall send to the Secretary by fax, e-mail, or certified mail (return receipt requested), a signed notice of the change, giving both old and new addresses or telephone numbers."

COUNTY CHANGE GUIDELINES

N.C. General Statute § 10B-52 states:

"(a) A notary who has moved to another county in North Carolina remains commissioned until the current commission expires, is not required to obtain a new seal, and may continue to notarize without changing his or her soal

(b) When a notary who has moved applies to be recommissioned, if the commission is granted, the Secretary shall issue a notice of recommissioning."

"If the county changes due to the notary's address change, the notary should continue to use the seal or stamp for the previous county of commission until the expiration of the current commission. Upon renewal of the notary's commission the notary shall purchase a new seal containing the name of the new county of commission.

The Notary Public Section is available for assistance from 8:00 am to 5:00 pm, Monday through ASSISTANCE: Friday, except on State Holidays. You may contact us at (919) 807-2219 or send an email to notary@sosnc.com.

PLEASE NOTE: Please allow approximately two weeks for processing.

August 2009 NP-NAC