

## INSTRUCTIONS FOR CHANGE OF NAME/ADDRESS

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### Name Change Guidelines

1. N.C.G.S. Section 10A-13(b) Within 30 days after changing names, a notary shall notify the Secretary of State of the change by submitting a name change form. The Secretary of State shall cancel the notary's commission under the old name, issue a commission under the new name, direct the notary to reappear before the Register of Deeds to take the oath of office and direct Register of Deeds to correct the record of Notaries Public.
2. The change is made for the duration of the existing term of your commission expiration date will not change.
3. Upon receiving confirmation of approval of the name change from the Secretary of State Notary Public Section, the notary must reappear before the Register of Deeds to take the oath of office and sign the record of notaries public. The fee for the oath at the Register of Deeds is \$10.00.

### Address Change Guidelines

If the county changes due to the address change, the notary may continue to use the seal or stamp for the previous county of commission and at the time of expiration re-apply for the correct county.

### *The Notary Section*

**The Notary Public Section is available for assistance from 8:00 am to 5:00 pm, Monday through Friday, except holidays. (919) 733-3406**

**No FEE FOR name and/or address change to Secretary of State Office.**

\$50.00 fee for change of name and county

A name change and a county change which occur at the same time will require the completion of a Reappointment Application. As of October 1<sup>st</sup>, 1999 the fee for a Reappointment Application is \$50.00

**Mail Application to:**

**Notary Public Section**

**Department of Secretary of State**

**P.O. Box 29622**

**Raleigh, NC 27626-0622**