

NEBRASKA SECRETARY OF STATE

Business Services Division: Notary

1201 N Street, Suite 120, Lincoln, NE 68508

P. O. Box 95104, Lincoln, NE 68509 www.sos.nebraska.gov

CHANGE OF SIGNATURE OR NAME APPLICATION FOR A NOTARY PUBLIC

Please type or print legibly in black ink. Application will be rejected for incomplete responses.

Section I.

Name as it appears on your commission:

Section II. I am requesting to change the following on my notary public commission (mark all boxes that apply):

My name on my notary public commission.

My signature for my notary public commission.

Section III. Home Address:

Address

PO Box (if any)

City

State

Zip

Home Phone

E-mail Address

Section IV. Business Address

(Required for non-resident applicant, optional for resident applicant)

Check here if you work from home *see instructions

Company Name

Address

City

State

Zip

Work Phone

Extension (if any)

Section V. Enter new name below:

***See instructions. If you have an enotary or online notary registration you must change your name on those registrations, done through this form, and pay the corresponding fees for those registrations.*

Last Name

First

M.I.

Date of legal name change:

Changed by:

Marriage

Different version
of legal name

Court Order

Section VI. Notary public qualification in the state of Nebraska

1. Have you been convicted of a felony?

YES

NO

2. Have you been convicted of a crime involving
fraud or dishonesty within the last 5 years?

YES

NO

2a. If yes, please detail the conviction, the state and the date of the crime: (attach additional pages if needed)

Affix impression of your seal below:

Section VII. Notarial oath. Sign consistently, your signature below will be used to verify your signature on other documents.

State of _____ County of _____

I, _____, do solemnly (swear), (affirm) under penalty of perjury, that the answers to all questions on this application are true and complete to the best of my knowledge; and, I do solemnly (swear) (affirm) that upon appointment, I will support the Constitution and laws of the United States and the State of Nebraska, and I will faithfully discharge the duties of Notary Public, Electronic Notary Public and/or Online Notary Public in and for the State of Nebraska according to the best of my ability.

X _____
Applicant's Signature

Subscribed and (sworn) (affirmed) before me: this _____ day of _____, 20____.
(Month) (Year)

Signature of Notary Public

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CHANGE OF SIGNATURE OR NAME CHANGE FOR A NOTARY PUBLIC INSTRUCTIONS

Please read these instructions as incomplete applications may be returned or rejected.

Section I – III. All field must be completed.

Name as appears on your commission: You must provide your name as it appears on your commission.

Mark all boxes that apply: Mark the appropriate box to indicate why you are submitting this application.

Home Address: You are required to enter your home street address. If you use a P.O. Box, you may include the P.O. Box in addition to your street address.

Section IV. Required for non-resident applicants.

Business Address: If you are a non-resident applicant, your business address is required and you must complete this section in its entirety. If you are a Nebraska resident, this section is optional, but if provided, this information may be used to contact you if needed. *Your home address and business address can only be the same if you are a Nebraska resident working from home and you check the corresponding box, if not your application may be rejected or returned.

Non-resident applicants must also complete and submit an Evidence of Employment in Nebraska form.

Section V. Only complete if you marked the box to change your name in Section I.

Provide your name, for a legal name change enter the date when legally changed, and mark the appropriate box to indicate the reason for your change of name. **If you name has legally changed (you are changing to a full or shortened version of you current legal name) then you must include a marriage certificate or court order.

Section VI. Notary public qualifications in the state of Nebraska:

All questions in this section must be answered. Please read each question carefully and clearly mark the appropriate box or fill in the details to answer question. Please make sure to impress your current seal in the appropriate space as indicated on the form.

Section VII. Notarial oath:

Do not complete this section until you are in the presence of a Notary. You must sign in the presence of a Notary. The Notary will complete the State and County information, date, sign, and impress their seal. PLEASE NOTE: You may not notarize your own signature.

The signature you place on this application is the signature that you must use when Notarizing documents. You must sign consistently. Your signature on the application will be used to verify your signature on additional forms in the filing process, if a complaint is ever filed against you, or if a document you notarize must be certified for another country.

Mail this form, the Evidence of Employment in Nebraska form if you are not a Nebraska resident, a new bond, a legal document if changing your legal name (see section V), the U.S. Citizenship Attestation form and the following fee(s): \$30 for the general notary commission, an additional \$100 if you are a current electronic notary and an additional \$50 if you are a current online notary, to the address on the top of the form.

If you have any questions completing the applications, please contact the Notary department at:
sos.notary@nebraska.gov or (402) 471-2558.