

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

Notary Public Request to Change Record

Please type or print legibly in black ink

Section I:		
Name as it appears on your commission:		Date commission expires:
Section II. New Home Address		
Street Address		
PO Box (if any)		
City	State	Zip
Home Phone	E-mail Address (optional if not an electronic or online notary)	
Section III. New Business Address (Required for non-resident applicant, optional for resident applicant) <i>Non-resident Notaries Public must submit the Evidence of Employment form if the work address is being changed.</i>		
Company Name		
Street Address		
City	State	Zip
Work Phone	Extension (if applicable):	
Section IV. NOTARIAL OATH		
<i>Your signature below will be used to verify your signature on other documents. You must sign consistently.</i>		

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.

X _____
Applicant's Signature

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

Signature of Notary Public

^Affix Official Notary Seal^

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NOTARY PUBLIC REQUEST TO CHANGE RECORD INSTRUCTIONS

Please complete all required sections to avoid delays in processing your request.

Section I:

Please enter your name and commission expiration date as it appears on your commission certificate and notary stamp.

Section II.

If your home address has changed, please enter your new address. If you are registered as an electronic notary public and or an online notary public, you must provide your email address if it has changed. Reporting a changed email address is option for an individual who is only a general notary public.

Section III.

If your business address has changed, please enter the new business address.

Section IV.

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. Make sure your signature is consistent with your signature used on your last application.

Mail this form, within 45 days of your change of address, to the address at 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.