



MATT SCHULTZ
Secretary of State
State of Iowa

Notary Public
Change/Amendment to
Application

PRINT THE FOLLOWING INFORMATION AS IT APPEARS IN OUR SYSTEM:

Name (as it appears on your certificate) \_\_\_\_\_

Address \_\_\_\_\_
Address City State Zip

Date Commission Expires: \_\_\_\_\_ Commission No: (found on your certificate) \_\_\_\_\_

SECTION 1, COMPLETE ONLY IF IT APPLIES.

SECTIONS 2 - 4 MUST BE COMPLETED SO THE INFORMATION CAN BE CHANGED/VERIFIED ON OUR RECORDS.

1. CHANGE OF NAME (if applicable)

I hereby request that the Secretary of State amend my notary commission by changing my name on my notary commission to:

\_\_\_\_\_ effective \_\_\_\_\_
New Name (print) Date

I understand and agree that by notifying the Secretary of State of my name change I will use my new name when notarizing documents beginning on the effective date shown above through the end of my term.

2. HOME ADDRESS and PHONE (must complete)

The Secretary of State must have this information to change/verify it on the Notary's Commission.

\_\_\_\_\_
Address (including P.O. Box if applicable) City State ZIP
Home Phone Home E-mail Address

3. EMPLOYER NAME, ADDRESS and PHONE (must complete)

The Secretary of State must have this information to change/verify it on the Notary's Commission.

\_\_\_\_\_
Employer Name Employer Phone
Address (including P.O. Box if applicable) City State ZIP
Work E-mail Address

4. ADDRESS DESIGNATION (must complete)

Check the box to indicate which address you wish to designate for mailing purposes. If no address specified, home address will be designated. [ ] Home [ ] Business

If you have provided business contact information different from your home information, you may opt to shield your home address, phone number and e-mail from display on the Secretary of State's website. Would you like to exercise this option? [ ] Yes [ ] No

I understand that I must be a resident of Iowa or a resident of a state bordering Iowa and work in Iowa to qualify as an Iowa notary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

SECRETARY OF STATE
Notary Public Clerk
Lucas Building, 1st Floor
Des Moines, IA 50319
Phone: (515) 281-5204
FAX: (515) 242-5953
Website: sos.iowa.gov