



A notary public must notify the Department of State within 30 days of any change in the information on file with the Department, including the notary's legal name. Such notice may be made in writing or electronically and shall state the effective date of such change. Notice of a change in legal name on file with the Department shall be on a form prescribed by the Department and accompanied by evidence of the name change (such as marriage certificate, court order or divorce decree). Notice of a change in legal name on file with the Department shall also be made to the recorder of deeds of the county in which the notary public maintains an office. When the legal name of a notary is changed, the notary may continue to perform official acts, in the name in which he or she was commissioned, until the expiration of his or her term. Application for reappointment of such notary shall be made in the new name.

For Official Use Only

PRINT OR TYPE CLEARLY. FILL OUT FORM COMPLETELY. Do **not** leave any blanks. Use "none" or "N/A" if applicable. There is no fee for filing this form with the Department of State. Please check with the applicable Recorder of Deeds office whether this form may be used and for any recording fee.

| | |
|-----------------------------------|--|
| Notary commission expiration date | Date of Birth (mm/dd/yyyy) |
| Notary commission ID number | Email address where you can be contacted about this form |

This form may be submitted online at
www.notaries.pa.gov
 (link to "Update Notary Info")

| PART I: Full name as it appears on your current commission: | | | |
|---|----------------------------------|-----------|-----------------|
| First Name | Middle Name or Initial (if used) | Last Name | Suffix (if any) |

| PART II: Name has changed to: | | | |
|-------------------------------|----------------------------------|-----------|-----------------|
| First Name | Middle Name or Initial (if used) | Last Name | Suffix (if any) |

Original bond and commission recorded in Book _____, Page _____, **OR** under Instrument Number _____ in the office of Recorder of Deeds, _____ County, Pennsylvania.

Effective date of name change: ____/____/____ Reason for change of name (circle one): Marriage / Divorce / Court Order / Other
 Please provide proof of name change (e.g. marriage certificate, court order, divorce decree)

APPLICANT AFFIDAVIT: I shall furnish additional evidence of these statements, if requested, which shall be satisfactory to the Department of State. To the best of my knowledge and belief, this filing contains no misrepresentations or falsifications, omission or concealments of material fact and the information given by me is true and complete. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation, or denial of my notary commission.

Notary Signature (must exactly match new name in Part II) **Notary Printed Name** (must match new name in Part II) **Date**

----- THIS SECTION FOR USE AT RECORDER OF DEEDS OFFICE ONLY -----

State of _____
 County of _____
 This record was acknowledged before me
 on _____ (date)
 by _____ (name of individual).

This acknowledgment is not required to be completed when filing this form with the Department of State. If using this form to notify applicable Recorder of Deeds of your name change, **have this acknowledgment completed and notarized prior to submitting the form to Recorder of Deeds office.**

 Signature of Notarial Officer Stamp/Seal