



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 as required by 4 Pa. Code § 167.45. Such notice must 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).

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

Following notification to the Department, the notary may use the new name or continue to perform notarial acts in the name in which the notary was commissioned until the expiration of the notary's term. However, before using the new name on notarial work, the notary public must register the new signature with the prothonotary's office or the office of the recorder of deeds of the county where the notary's office address is located and purchase a new rubber seal/stamping device. Application for reappointment must 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.

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

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)

Effective date of name change (mm/dd/yyyy): _____ / _____ / _____

Reason for change of name (circle one): Marriage / Divorce / Court Order / Other

Please attach proof of name change (e.g. marriage certificate, court order, divorce decree)

DECLARATION: 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 completed form 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

 Notary Printed Name (must match new name in Part II)

 Date