

Please
Do Not
Staple



Notary Public Change of Status Form NC

KANSAS SECRETARY OF STATE
Memorial Hall, 1st Floor (785) 296-4564
120 S.W. 10th Avenue Fax: (785) 296-4570
Topeka, KS 66612-1594 notary@ks.gov
sos.ks.gov

A. Notary Information

Name (Print name under which your appointment is currently listed)

Commission number (Number listed on the appointment certificate: [Search Here](#))

B. Corrected Information

Instructions: Complete the fields that need to be changed. Blank fields are presumed unchanged. Sign and date at the bottom of the form. If the notary is registering to provide in-person electronic notarizations (IPEN), or if the notary is registering to provide remote online notarizations (RON), complete Questions 8 and 9 and include the appropriate fee(s) with this form. No fee is required for any other changes to a notary commission. File online [here](#) if paying with credit card.

1. Tangible stamp change

(If requesting a name change, complete fields 1 & 2. Provide impressions of all tangible stamps the notary is using to notarize documents. You may attach additional pages if more room is needed.)

Tangible stamp(s)

2. Name change

(Must match identically to the name on the stamp, including punctuation.)

3. Mailing address

(Must be a mailing address that is located either in Kansas or a bordering state where the notary receives mail.)

Mailing Address

City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Miscellaneous

- Check if you are changing your bond. (Include completed form [NO-S](#))
- Check if you are completing a notary journal and starting another.
Location of notary journal: Self
 Submitting to Kansas Secretary of State for retention
- Check if you are terminating your notary commission.
Location of notary journal: Self
 Submitting to Kansas Secretary of State for retention
- Check if you need a new notary commission certificate.
- Check if you are adding or changing a notary technology provider for an IPEN/RON registration.

5. Lost or stolen stamp or journal

(Provide an impression of the replacement stamp in Question 1 or on a separate Form NC when obtained.)

- | | |
|--------------------------------|----------------------------------|
| <input type="checkbox"/> Stamp | <input type="checkbox"/> Journal |
| <input type="checkbox"/> Lost | <input type="checkbox"/> Stolen |

Date lost or stolen, or last known date in notary's possession:

6. Phone number

Primary

Secondary (optional)

7. Email (optional)

C. Registration to provide in-person electronic notarizations (IPEN) and/or remote online notarizations (RON).

Complete the appropriate sections below to register as an IPEN or RON.

8. Electronic stamp(s)

(If requesting a name change, complete fields 1, 2 & 8. List all electronic stamps the notary is using to notarize documents. You may attach additional pages if more room is needed.)

Electronic stamp(s)

The electronic stamp must include:

- The applicant's name that identically matches the name listed in Item 1.
- The words "Notary Public" and "State of Kansas".
- The notary's commission number. ([Search Here](#))
- It may include the following phrase or a phrase that is substantially similar: My Commission Expires (date)

Do not include the county within the stamp.

9. Select one of the following options:

(Include check for correct amount with form. To pay with credit card file online [here](#).)

- Adding IPEN (\$20) Adding RON (\$20) Adding IPEN + RON (\$40)

■ I will be performing IPEN.* Complete this section only if registering to perform in-person e-notarizations (IPEN)

Name of IPEN technology provider(s)

Empty text box for IPEN technology provider name.

■ I will be performing RON.* Complete this section only if registering to perform remote online notarizations (RON)

Name of RON technology provider(s)

Empty text box for RON technology provider name.

I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct.

Signature of Notary

Month	Day	Year
-------	-----	------

Print Notary Name

*If a notary is registering to perform IPEN or RON, the notary must include the certificate generated upon passage of the examination along with this form. Notary training and examination are available [here](#).