

# State of South Dakota

## Notary Public Change Form

Revised 20250701

Submit Change Form to:  
South Dakota Secretary of State  
500 E Capitol Avenue, Pierre, SD 57501

<b>Notary Name</b> (Print <b>EXACTLY</b> as found on current seal imprint)					
<b>Additional name(s) commissioned under</b>					
<b>Commission Date</b>					
<b>County</b>		<b>Date of Birth</b>			
<b>Email</b> (Optional)		<b>Phone Number</b>			
<b>Change Seal</b> (Mark all boxes that apply)					
<input type="checkbox"/> I would like to use the <b>NEW</b> notary seal imprint shown. I intend to use <b>BOTH</b> the new seal and my current notary seal. When I renew my commission, I am aware I will need to place an imprint of <b>BOTH</b> notary seals on the application.		<b>Make imprint of new seal here:</b>			
<input type="checkbox"/> I would like to <b>DISCONTINUE</b> the use of my current notary seal on file and use the imprint of the new notary seal shown.					
<b>Change Name</b>					
<input type="checkbox"/> I would like to <b>CHANGE MY NAME</b> on my Notary Public commission and will use the imprint of the new notary seal above.					
Date of Name Change		New Name (As it appears on new notary seal)			
Change By:		Court Order		Marriage	
<b>Change Address</b>					
<input type="checkbox"/> I would like to <b>CHANGE MY PHYSICAL ADDRESS</b> on file to the address below (cannot be a business address)					
Physical Address		City	State	Zip	County
<input type="checkbox"/> I would like to <b>CHANGE MY MAILING ADDRESS</b> on file to the address below (only if different than physical address)					
Mailing Address		City	State	Zip	County
<b>E-Notary Services</b>					
<input type="checkbox"/> I would like to <b>ADD E-NOTARY SERVICES</b> to my notary public commission (You must also provide an electronic image of your e-seal)					
Provide the tamper-evident notarization vendor(s). (If additional space is needed, please provide an additional sheet)					
<input type="checkbox"/> I would like to <b>REMOVE</b> a tamper-evident notarization vendor (please list the vendor to be removed below)					
<input type="checkbox"/> I would like to <b>ADD</b> another tamper-evident notarization vendor (please list the new vendor(s) to be used below)					
<b>For Internal Office Use Only</b>					
File Date		Commission Date		Notary ID	