

State of South Dakota

Notary Public Change Form

Revised 20240701

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

When updating your information, please provide a **Rider** document from your insurance company indicating the change made to their records.

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