

# IMPORTANT

## Timelines

If any of the following changes happen, you need to notify the Department of State within these specified timeframes:

**10 DAYS** Report Lost or Stolen Notary Stamp or Journal

**10 DAYS** Report Found or Returned Notary Stamp or Journal

**10 DAYS** Surrender Stamp if Revoked or Suspended

**30 DAYS** Report Change Home, Work or Business Address

**30 DAYS** Report Change of Email Address

**30 DAYS** Report Change of Name  
(Can use current stamp until commission expires)

**30 DAYS** Report Change of Electronic Notarization Vendor

**30 DAYS** Report Voluntary Resignation

**30 DAYS** Representative For a Deceased or Incapacitated Notary Must Deliver Journal To Recorder of Deeds in the Notary's County of Record.

**45 DAYS** Upon Appointment Obtain \$10,000 Surety Bond and Record Bond, Oath, Commission & Signature

**60 DAYS** Reapply Before Commission Expires

Before submitting your application, complete an approved course within **6 MONTHS**

