

NOTARY'S CHANGE OF NAME FORM

Pennsylvania Association of Notaries • 14 Wood Street • Pittsburgh, PA 15222-1928
Telephone: (412) 281-0678 • FAX: 1-800-707-7075

Instructions for Changing the Name on Your Notarial Commission

Please read these instructions before completing form PAN-11. Because you have changed your name in the middle of a term, you have two alternatives. (For bonding purposes, full agents and dealers should notify their insurance agent of the name change.)

To Either Continue Using Your Former Name Until This Term Expires OR To Begin Using Your New Name Immediately, You Must:

1. Inform the Department of State within 30 days that you intend to use the new name.
2. Take this form to a notary and have the acknowledgment below completed. Remember, you cannot notarize your own signature. Once completed, make a photocopy and send it to PAN (we will forward this copy to the Secretary of the Commonwealth). Take or mail the original PAN-11, with the appropriate recording fee, to the Recorder of Deeds in your county of record and register your new signature with the Prothonotary in your office county.
3. If you decide to use your new name, a new embossing seal and rubber stamp seal reflecting your new name need to be purchased. To order new equipment from PAN, complete the order form below.

FORM OF INDIVIDUAL ACKNOWLEDGMENT

Commonwealth of Pennsylvania
County of _____

On this, the ____ day of _____, 20____, before me _____, the undersigned officer, personally appeared, _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness thereof, I hereunto set my hand and official seals.

Embossing Seal



Rubber Stamp Seal

Notary Public

Order Form

Check enclosed (made payable to "PAN") for \$ _____

or

Charge to:  
  

Account Number _____

Expiration Date _____ / _____

Name on Card _____

Signature _____

____ Knob-style Stamp Seal
Price: \$7.00 \$ _____

____ Self-inking Stamp Seal
Price: \$13.00 \$ _____

____ Pocket Embossing Seal
Price: \$15.00 \$ _____

Shipping & Handling \$ 3.00

Add 7% Sales Tax \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

1. Have you moved your OFFICE? Yes No

FROM:

COMPANY NAME, IF ANY

NUMBER AND STREET

CITY _____ ZIP CODE _____

Township Borough City

OF _____

COUNTY OF _____

TO:

COMPANY NAME, IF ANY

NUMBER AND STREET

CITY _____ ZIP CODE _____

Township Borough City

OF _____

COUNTY OF _____

PHONE NUMBER _____

2. Have you moved your HOME? Yes No

FROM:

NUMBER AND STREET

CITY _____ ZIP CODE _____

Township Borough City

OF _____

COUNTY OF _____

TO:

NUMBER AND STREET

CITY _____ ZIP CODE _____

Township Borough City

OF _____

COUNTY OF _____

PHONE NUMBER _____



CHECK HERE IF YOU ARE A FULL AGENT AND LIST # BELOW

PLEASE CHANGE MY NAME ON YOUR RECORDS

FROM: _____

TO: _____

Member # _____

Full Agent #, if any _____

REASON FOR CHANGE: Marriage Divorce* Court Order* Other*

*IF CHANGE IS BY OTHER THAN MARRIAGE, PLEASE ATTACH DOCUMENTARY EVIDENCE, SUCH AS A COPY OF COURT ORDER.

(Please note, this is required by Harrisburg.)

Date of name change: _____ Date your commission expires: _____

SIGN OLD NAME HERE

DATE

Press Rubber Stamp Seal Here

PRINT OLD NAME HERE

PRINT NEW NAME HERE