

Secretary of the State  
Attn: Notary Public Unit  
PO Box 150470  
Hartford, CT 06115-0470  
(860) 509-6100

**Filing Fee: \$5.00**

## Duplicate Request Form for Notary Public Certificate of Appointment Request Form

This form is for a duplicate certificate only. If you have a change of address, you will need to complete the change of address form.

**Instructions:** Complete this form legibly in ink, and send the signed original to the above address, along with the nonrefundable statutory fee of **\$5.00**. Make check payable to "Secretary of the State". Do not send cash. All questions must be answered completely before your request will be processed.

Do you need a free copy of the Notary Public Manual?  Yes  No

Date: \_\_\_\_\_ Daytime telephone number: \_\_\_\_\_  
(Area code & number)

I, \_\_\_\_\_,  
(Name that appears on your current notary public certificate)

request a duplicate copy of my notary public certificate of appointment.

Notary account number: \_\_\_\_\_ Date your commission expires: \_\_\_\_\_

You must provide your address of record: \_\_\_\_\_

\_\_\_\_\_  
Is this a new address?  No  Yes If yes, then you need to complete a change of address form.

\_\_\_\_\_  
Signature of Notary