



STATE OF NEW MEXICO

**MAGGIE TOULOUSE OLIVER**

SECRETARY OF STATE

### Instructions for Registering a Notary Public Official Stamp

1. As soon as your application is approved and you have received your Certificate of Commission you must purchase an official stamp.
2. The stamp must be in 10 point font, contain "State of New Mexico", "Notary Public", your legal name identically as listed on your Certificate of Commission, the issued commission number and the commission expiration date as listed on your Certificate of Commission. See below example.
3. The stamp **cannot** contain the New Mexico state seal.
4. The attached Notary Public Stamp Registration form must be submitted to the Office of the Secretary of State within **45 days** of your Certificate of Commission being issued. Failure to do so will result in a referral to the State Ethics Commission.

Example of Official Stamp:

State of New Mexico  
Notary Public  
*Legal Name*  
Commission Number  
Expiration Date



STATE OF NEW MEXICO

**MAGGIE TOULOUSE OLIVER**

SECRETARY OF STATE

### Notary Public Official Stamp Registration

You **shall** provide proof of your issued stamp within 45 days of your notary application being processed. All information provided on your stamp must be an exact match to the issued Certificate of Commission.

Notary Public Name:

(as commissioned)

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Secretary of State Commission Number

\_\_\_\_\_  
Date Commission Expires

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Affix your official  
stamp here**

**Official stamp must be an exact match the  
notary information as commissioned.**

Please email this form to [sos.notarypublic@state.nm.us](mailto:sos.notarypublic@state.nm.us)

---

**325 DON GASPAR, SUITE 300 | SANTA FE, NEW MEXICO 87501**  
**PHONE: (505) 827-3600 or (800) 477-3632 | FAX: (505) 827-8081**  
**WWW.SOS.STATE.NM.US**