

OFFICE OF THE SECRETARY OF STATE  
STATE OF NEW MEXICO  
**Attn: Notary Processing Unit**  
325 Don Gaspar - Suite 300  
Santa Fe, New Mexico 87503  
(505) 827.3600

**NOTARY PUBLIC REQUEST FOR DUPLICATE CERTIFICATE OF APPOINTMENT**

**Instructions:**

For your convenience this request form is fillable on-line. Send this signed original form along with the \$3.00 statutory fee to the above address. Enclose a check or money order payable to the "Secretary of State". Please **do not** send cash. Processing time for a duplicate certificate of appointment is five to seven working days.

Date: \_\_\_\_\_

I AM CURRENTLY A NEW MEXICO NOTARY PUBLIC AND REQUEST A **DUPLICATE** COPY OF MY **NOTARY PUBLIC CERTIFICATE OF APPOINTMENT**.

My name as it appeared on my original application, notary seal and original certificate of appointment

is: \_\_\_\_\_  
(Please print or type)

Notary public expiration date is: \_\_\_\_\_

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

Please forward my duplicate certificate of appointment to my mailing address at:

\_\_\_\_\_  
Street Address City State Zip Code

Daytime telephone number: \_\_\_\_\_  
area code and number