

**Form 2302—General Information  
(Notary Public Change of Address)**

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant code provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

**Commentary**

A notary public must notify the secretary of state not later than the tenth day after an address change.

A document on file with the secretary of state is a public record subject to public access and disclosure. When providing address information, use a business or post office box address rather than a residence if privacy concerns are an issue.

**Instructions for Form**

- **Social Security Number:** The disclosure of your social security number is mandatory. It is solicited by the authority of Chapter 406, Government Code and will be used only to maintain the accuracy of the secretary of state's notary public records. The secretary of state will redact the social security number prior to providing a copy of this form in response to a public information request.
- **Delivery Instructions:** The form may be mailed to the Notary Public Unit, P.O. Box 13375, Austin, Texas 78711-3375; faxed to (512) 463-5255; or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701.

Revised 06/2016



Submit to:  
SECRETARY OF STATE  
Statutory Documents Section  
P O Box 13375  
Austin, TX 78711-3375  
512-463-5705  
512-463-5255 - Fax  
Filing Fee: None



**NOTARY PUBLIC CHANGE OF  
ADDRESS**

Name: \_\_\_\_\_ Commission Expires: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Old Address:

\_\_\_\_\_  
*Street* *City* *County* *State* *Zip*

New Address:

\_\_\_\_\_  
*Street* *City* *County* *State* *Zip*

