



FRANCISCO V. AGUILAR
Nevada Secretary of State
Commercial Recordings Division
401 North Carson Street
Carson City, Nevada 89701-4201
Website: www.nvsos.gov/sos

General Instructions for Notary Violation Complaint Report

NRS 240.010(7) allows for any person who is aware of a violation of NRS 240.001 to 240.206, inclusive by a notary public or a person applying for appointment as a notary public may file a complaint with the Secretary of State setting forth the details of the violation that are known by the person who is filing the complaint.

The Secretary of State may refuse to appoint or may suspend or revoke the appointment of a notary public who fails to provide to the Secretary of State, within a reasonable time, information that the Secretary of State requests from the notary public in connection with a complaint which alleges a violation of this chapter (NRS 240.150).

Submitting a Notary Violation Complaint:

- The filing of a Notary Violation Complaint purpose is to report violations related to a notary of notarial act as described in [NRS 240.001 to 240.206, inclusive](#).
- Reporting a Notary Violation Complaint is not intended for settling disputes between former or current business partners, spouses, family members, acquaintances, co-workers, competitors, etc. For litigation filings regarding such matters, please seek legal counsel.
- A complaint must be submitted in the form prescribed by the Secretary of State.

Once a complaint is received:

- The Secretary of State will review and determine whether a complaint may be resolved through administrative process and/or if a complaint should be referred to another regulatory or enforcement agency for further investigation.
- The Secretary of State may refer the information obtained in a complaint or through the associated investigation to other entities for further investigation (NRS 240.007).

Please remit to:

Secretary of State
Commercial Recordings Division
Attn: Notary Public Section
401 N. Carson Street
Carson City, Nevada 89701-4201

OR

Email: nvnotary@sos.nv.gov



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Notary Violation Complaint Report

**This form may be downloaded or completed online before printing
If you are unable to do so, please contact Customer Service at (775) 684-5708**

Instructions: (PLEASE READ GENERAL INFORMATION SHEET BEFORE SUBMITTING COMPLAINT)

- I Complete and Sign the Following:

Complainant Information and Signature are Required

- I Submit Form by Email or Standard Mail:

nvnotary@sos.nv.gov

Secretary of State - Commercial Recordings Division
401 N. Carson Street
Carson City, NV 89701-4201

SECTION 1: Complainant Information

Title: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

Last Name First Name Middle Name

Address City State Zip

Contact Phone Number:

Email Address:

SECTION 2: Information of Alleged Notary Violation

Name of Notary Public: Notary Public Commission Number:

Location and Date of Notarial Act:

Employer of Notary Public:

Relation to Notary Public:

Explanation of the Allegation:

Additional Information:

SECTION 3: Attachments

YES

NO

Please attach a copy of the Notarial Act(s), including the Notary Public's Stamp, and any additional documentation which might be useful in the event of an investigating.

- Documentary evidence is required
- Please **Do Not Send Originals** (Submitted documents will not be returned)
- The Secretary of State may contact complainant for additional information

DECLARATION:

In filing this complaint, I declare under penalty of perjury under the Laws of Nevada that the information provided in this complaint is true and correct to the best of my knowledge and that the information may be used by the Secretary of State and other entities to further investigate the complaint or alleged violation(s) of Nevada Revised Statute.

Printed Name of Complainant

X

Signature of Complainant (Required)

Date

Based on the provided information, the Secretary of State Office will assess if an investigation will be initiated.