Secretary of State
Duplicate Seal Authorization Request / Report Lost or Stolen Seal and/or Journal

For SOS Use Only

Process Date & Initials: _____

Print Form Clear Form

1. Current Commission Information

a. Current Commission Number	b. Current Commission Expiration Date (MM/DD/YYYY)
c. Commission name (Provide your commission name exactly as it appears on your Oath of Office.)	
d. Email Address	Phone Number

2. Seal Authorization Request Select all that apply. The duplicate seal authorization will be sent to the mailing address on file.

a.	b.	c.
☐ Request a Certificate of Authorization	☐ Report a Lost or Stole Seal (Complete Section 3 below.)	☐ Report a Lost or Stole Journal (Complete Section 3 below.)

3. Lost & Stolen Information Only complete this section if you have a lost or stolen seal and/or journal.

a. What happened to your seal? ☐ My Seal was lost. ☐ My seal was stolen.	b. On what date was your seal lost or stolen? (MM/DD/YYYY)
c. What happened to your notary journal(s)? ☐ My journal(s) was lost. ☐ My journal(s) was stolen.	d. On what date was your journal(s) lost or stolen? (MM/DD/YYYY)
e. What is the journal entry date range of the missing journal(s)? (MM/DD/YYYY – MM/DD/YYYY)	

f. Did you file a police report? ☐ Yes ☐ No	g. Law Enforcement Agency Report Number	h. Law Enforcement Agency

i. Explain the circumstances of the loss or theft of your seal and/or journal(s).

4. Signature Your signature on this form must match the current Oath of Office on record.

- I understand, if any line item is unavailable for review due to being lost or stolen as described above, I am required to respond to line-item requests pursuant to Government Code section 8206(c) with a response indicating that line item is unavailable for review due to it being lost or stolen.
- I understand pursuant to Government Code section 8206(b); this form should be sent by certified mail or other means of physical delivery that provides a receipt.

I certify under penalty of perjury under the laws of the State of California that the foregoing and attachments are true and correct.

Signature: _____ Date: _____

2025 California Secretary of State
www.sos.ca.gov/notary