

**Form 2304—General Information
(Notary Public Complaint)**

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

Section 87.47 of Title 1 of the Texas Administrative Code requires the completion of this form to file a complaint against a Texas notary public. The complaint form must be typewritten or legibly printed. This office will not open a complaint file or conduct an investigation into the allegations until the complaint form is properly completed and returned to this office. The complaint should be in English or accompanied by a sworn translation in English.

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 address if privacy concerns are an issue.

Instructions for Form

- **Notary Public Information:** Include as much of the requested information as you know.
- **Complainant Information:** Provide contact information for the person alleging the misconduct.
- **Witness Information:** List the names and addresses of any witnesses to the alleged misconduct. Use an additional sheet if necessary.
- **Additional Space:** In the event that additional space is needed, make copies of the second page of the complaint form. Number each page.
- **Attachments:** Submit copies of all documentation relating to the allegations of the notary public's misconduct with the complaint form.
- **Execution:** Sign and date the last page of the complaint form before a notary public or other officer authorized to perform an oath.
- **Delivery Instructions:** The form may be mailed to the Statutory Documents Unit, P.O. Box 13550, Austin, Texas 78711-3550 or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701.

Questions concerning the complaint may be directed to the Legal Support Unit at (512) 463-5558.

Revised 09/09

Submit to:
SECRETARY OF STATE
Statutory Documents Section
P O Box 13550
Austin, TX 78711-3550
512-463-5558
512-475-2815 - Fax
Filing Fee: None



NOTARY PUBLIC COMPLAINT

Notary Public Information

Name: _____ Phone No.: _____

Address:

Street _____ City _____ State Zip _____

Employer: _____ Phone No.: _____

Business Address:

Street _____ City _____ State Zip _____

Date Notary's Commission Expires (as shown on document(s)): _____

Date(s) of alleged improper acts: _____

Complainant Information

Name: _____ Phone No.: _____

Address:

Street _____ City _____ State Zip _____

Witness Information

Name: _____ Phone No.: _____

Address:

Street _____ City _____ State Zip _____

Name: _____ Phone No.: _____

Address:

Street _____ City _____ State Zip _____

Name: _____ Phone No.: _____

Address:

Street _____ City _____ State Zip _____

USE AN ADDITIONAL SHEET IF NECESSARY

