



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

Statement of Complaint Against a Notary Public

Your Name:

Your Address:

City:

State:

Zip Code:

Telephone Number:

Email Address:

Name of Notary:

County of Commission:

Statement Describing the Basis for Complaint

Multiple horizontal lines for writing the complaint statement.

Signature:

Date:

OFFICE OF THE GREAT SEAL

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Notary Complaints

The Secretary of State is responsible for the administration of the notary public program. Its oversight includes investigating complaints filed against notaries.

FILING A COMPLAINT

To submit a complaint concerning a notaries public alleged misconduct, please provide the following information to the Secretary of State:

Your name, address and telephone number

A statement describing the basis for complaint (include your signature and date the complaint was signed); and

The actual record that is the basis for the complaint or a copy, photocopy or other replica of the record along with any other supporting documents

You may fax to: (517) 241-1820, email to: disclosure@michigan.gov or send through the U.S. mail addressed to: Michigan Department of State Office of the Great Seal, 7064 Crowser Drive, Lansing, MI 48918

NOTE: *The legality and validity of a document must be determined in a court of law. Notarization itself does not guarantee that a document is true, legal, valid or enforceable.*

REMEDIAL ACTION

If the Secretary of State's investigation warrants action, the Secretary may take one or more of the following actions (usually after a hearing):

- Deny a person's application to become a notary
- Issue a letter of censure
- Require the individual to take affirmative action, including restitution to the injured person
- Suspend or revoke an existing notary appointment
- Impose a fine up to \$1,000
- Require the notary to reimburse the costs of investigation
- Ask the Attorney General to petition a court for an injunction or restraining order
- Report the violations to the Attorney General and/or local prosecutor for prosecution

By law, the Secretary of State may automatically revoke a notary public's commission upon conviction of a felony or the conviction of misdemeanor offenses that involve violation of the Michigan Notary Public Act (3 or more offenses within a 5-year period or 2 offenses in a 12-month period).

In addition, notaries and their surety bond holders are liable in a civil action for damages sustained by the persons injured. To pursue legal action against a notary public, contact your own attorney, the local law enforcement agency or the prosecuting attorney's office in the county.