



### **Guidelines for Notary Complaints**

Dear Constituent:

Thank you for contacting the Colorado Secretary of State's Notary Public Program. The Secretary of State has jurisdiction to investigate possible violations of the Colorado Notaries Public Act. If a violation occurred, it may result either in a letter of admonition or in disciplinary action against the notary, up to and including a notary revocation hearing.

This memo provides some guidelines regarding the complaint-handling process. These guidelines are meant to help you understand what we will be doing with your complaint.

- 1. We do not represent you.** Any action that we take is on behalf of the state and citizens in general. By accepting your complaint, we have not agreed to represent you in any capacity.
- 2. Our jurisdiction is limited to violations of the Notaries Public Act.** Our investigations are not designed to provide individual remedies. In addition, we do not have jurisdiction to decide whether a notarized document is valid for a particular purpose, to invalidate documents, or to take any other actions with regard to the documents themselves. If you have concerns about civil or criminal questions related to an improperly-notarized document, you should seek your own legal counsel.
- 3. How you can help us to evaluate your complaint:** In order to help us accurately evaluate your complaint, include copies of all relevant documents with your complaint form. Don't send original documents; keep the originals for your own records.

If your documents contain confidential information, such as social security numbers, bank numbers, or similar items, redact those numbers from the copies of the documents before submitting them.

- 4. What we might ask you to do:** In order to fully investigate your claims, we will need your full cooperation. We may ask you to provide us with additional information in writing or in an interview. In addition, while the great majority of complaints are resolved without a hearing, you might be asked to be a witness. If you are unable or unwilling to testify about your complaint, please let us know.

This office can't provide legal advice to you. To preserve any legal rights you may have, you may wish to seek a private attorney.

Thank you for your time, and we appreciate your bringing this situation to our attention.

# Notary Complaint Form

For office use only

Colorado Secretary of State  
Notary Program  
1700 Broadway, Ste. 200  
Denver, CO 80290

Phone: 303-894-2200, press 4, then 1  
Email: notary@sos.state.co.us  
Form can be mailed or scanned and emailed.

Both pages of this form must be submitted.

## Your information

Last name		First name	
<input type="text"/>		<input type="text"/>	
Street address			
<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home phone number	Business phone number		
<input type="text"/>	<input type="text"/>		
Email address			
<input type="text"/>			

## Notary information

Notary name		
<input type="text"/>		
Street address		
<input type="text"/>		
City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone number	Commission expiration date	
<input type="text"/>	<input type="text"/>	
Email address		
<input type="text"/>		

## Attachments

Attach copies of any notarizations or other documentation mentioned in or related to this complaint.

I have attached copies of all related documentation.

**Complaint**

Include as many specific details as you can. Attach additional pages if necessary.

**Notarized signature**

*Must be signed before a notary public.*

I solemnly affirm, under penalty of perjury, that I have read the preceding information and it is true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

[Seal]

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_