



NOTARY ASSOCIATION OF TEXAS, INC.

"OFFERING A PROGRAM FOR NOTARIES SINCE 1940"

CALL: (800) 366-8279

WWW.NOTARYBONDING.COM

FAX: (800) 637-5992

"A - B - C - D" INSTRUCTIONS FOR APPLICATION/BOND FORM APPOINTMENT AS A STATE OF TEXAS NOTARY PUBLIC

Please type or print clearly on the application. Mail your completed application /bond form in the enclosed POSTAGE-FREE envelope along with your check or money order payable to: Notary Association of Texas, Inc. You may also charge your order with VISA, MasterCard, American Express or Discover.

INSTRUCTIONS: Your name and your Signature **MUST** be the same on all lines on the application/bond form and should be **EXACTLY** as you wish to be commissioned. We strongly recommend that you double-check the two-sided application/bond form before sending it to us. This will avoid any delay in processing your notary commission.

A. TEXAS APPLICATION/BOND FORM INSTRUCTIONS

- The state requires that you use black ink only.
- You must be a legal resident of Texas and at least 18 years of age.
- Print your name **EXACTLY** as you wish to be commissioned as a notary public.
- Fill in your Social Security Number.
- Mailing Address can be home or business address.
- Fill in your county of residence.
- Date of Birth (Month/Day/Year)
- Enter your eight (8) digit Texas driver's license number OR Texas identification number OR driver's license number issued from another state.
- Renewing notaries please check the box and insert commissioned expiration date.

B. STATEMENTS RELATING TO QUALIFICATIONS

- Check the appropriate box relevant to your criminal history.

C. NOTARY PUBLIC SURETY BOND

- On this section of the surety bond you **MUST** leave the areas **BLANK** that read: Date / Signature of authorized person for surety. We will complete this section for you.
- You **MUST** read the statement of officer section.

D. EXECUTION

- At the "X" on the bottom of the application/bond form you **MUST** sign your name as printed at the top of the application/bond form **EXACTLY** as you wish to be named as a notary public.