

Steps to become a New or Renewal notary in Texas.

Step 1

Read and review all six (6) step by step instructions to acquire appointment or re-appointment as a Texas Notary Public.

Please be sure to read and review all six (6) steps thoroughly. This will avoid any delays in the commissioning process.

- [Click here](#) to print a PDF version of the step by step directions for your future reference.

Step 2

Complete your appointment or re-appointment notary bond package order form.

Please be advised that the Texas Secretary of State Filing Fee of \$21.00 is already included in the notary package price. Do not include payment for that fee. We will pay for and submit that fee directly to the Texas Secretary of State for you. Thank you.

- [Continue here](#) to download and complete the appointment or re-appointment notary bond package order form.

Once complete proceed to step 3.

Step 3

Complete your notary public application for appointment or re-appointment as a Texas notary public.

- [Continue here](#) to download and complete the notary public application for appointment or re-appointment as a Texas notary public.
- [Continue here](#) to download and review the instructions to help you successfully complete your application.

Important Notices:

- **We are officially approved by the Texas Secretary of State to file your notary public application electronically for a faster approval!**
- **All re-appointment Texas notary public's MUST complete the top left section by marking the box and providing your commission expiration date on the notary public application.**

Once complete proceed to step 4.

Step 4

Fax, email or mail you're appointment or re-appointment notary bond package order form, appointment or re-appointment notary public application, and payment directly to us.

Please fax, email or mail the following forms directly to us:

- Completed appointment or re-appointment notary bond package order form
- Completed and signed appointment or re-appointment notary public application
- Form of payment via check, money order, Visa, MasterCard, American Express or Discover

Fax: (800) 637-5992

Email: applications@notarybonding.com (This email is a non-reply email address. Do not use this email for general questions.)

Mail:

Notary Association of Texas, Inc.
1108 Lavaca St.
Suite 110-902
Austin, TX 78701

Proceed to step 5.

Step 5

We will process your completed notary bond package order form and notary public application for appointment or re-appointment with the Texas Secretary of State's Office electronically.

When we receive your completed notary bond package order form, completed and signed notary public application for appointment or re-appointment as well as form of payment, we will process it with the Texas Secretary of State's Office electronically. Once the Texas Secretary of State's Office receives your forms from us they will process your Texas notary public commission.

Once your notary public commission is processed the Texas Secretary of State's Office will email you your commission for your records as well as steps that you must complete before performing your notarial duties. If email receipt is not feasible, the Texas Secretary of State will send a commission by mail. Notaries may print an email commission in color. Commissions delivered by mail will be black and white.

- **[Continue here](#)** to review sample notary commissions issued by the office of the Texas Secretary of State.

When the Secretary of State's Office notifies us that your commission has been approved, we will order your new official stamp seal. Please allow ample time to receive your new official stamp seal due to the fact that it must be personalized and manufactured.

Proceed to step 6.

Step 6

You are now authorized to begin your notarial duties.

Once you receive your new official stamp seal in the mail you will then be authorized to begin your notarial duties.



Texas change of address / Request duplicate commission:

- [Continue here](#) to download and complete the Texas change of address / Request duplicate commission.



Do you need to search for your Texas notary ID number?

- [Continue here](#) to search your Texas notary ID number at the Secretary of State's website.

New law requires a notary seal to contain notary ID number going into effect January 1, 2016. Currently notaries are not required by the Texas Secretary of State's office to purchase a new seal with the notary ID number until renewal; however, a section of the State Bar of Texas urges notaries to replace their current seals now to comply with a new state law. Using an old seal after January 1, 2016 could expose certain transactions to legal issues.

- [Continue here](#) to read more on the House Bill 1683.

Again, Texas notaries are not required to obtain a seal with an ID number until renewal, but have been advised by the "REPTL" Real estate, Probate & Trust Law, Section of the State Bar of Texas that it would be the safest course of action. According to William (Bill) D. Pargaman, Chair of the State Bar Section, *"The safest course of action is to replace your notary seal with one that includes your identification number by January 1st."*

- [Continue here](#) to read more on the "REPTL" Real estate, Probate & Trust Law, Section of the State Bar of Texas.