HELP AVOID DELAYS IN PROCESSING! Important requirements and instructions on how to complete the application for a new or renewal Texas notary public.

Important: Please type or print legibly on the notary public application. The state requires that you use black ink only and all fields must be completed. Review the instructions below while completing the notary public application.

Important: 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.

Important: We will submit your notary public application electronically to the Texas Secretary of State upon receipt of your notary bond package order form and payment, which means a faster turnaround time!

	Re-Appointment Notaries Only:
	If ONLY renewing be sure to mark the box and
Form #2301 Rev. 04/2013	complete your commission expiration date.
Submit to:	Identifying Information:
Notary Association of Texas, Inc. 108 Lawaca St., Suite 110-902, Austin, TX 78701	Insert your name exactly as you wish to be
00.366-8279 ling Fee: \$21	commissioned as a notary public.
f renewing, mark this box:	commissioned as a notary public.
Commission Expires: 1 / TEXAS NOTARY PUBLIC	Insert your entire social security number. The
Identifying Information Blease Type or Print Legibly	Secretary of State mandates the disclosure of
	your social security number to maintain records
Name to be used as notary public: (This is the name you will be required to sign when notarizing) Social Security No.:	
last First Middle (not reported) Suffix Required by TX Gov't Cade §406	Insert your mailing address and residence
Mailing Address: (Please notify the secretary of state of an address change within 10 days) Residence County TX	county. The mailing address can be a home or
Street City State Zip	business address.
Email Address for return of commission (print legibly):	
(Your commission will come from notarypubliccommission@sos.state.tc.us and you will NOT receive materials by mail.)	Insert an email address for return of your
Alternate email address for return of commission (optional):	commission.
	Optional) Insert an alternative email address
Date of Birth: _/ _/ Driver's License or Identification No.: Issuing State:	for return of your commission.
Statements Relating To Qualification	for return of your commission.
I, the <u>above-named applicant</u> , have never been convicted of a felony or crime involving moral turpitude, am at least 18 years of age and a legal resident of Texas. <i>[All applications are subject to a background check.]</i>	Insert your date of birth. (MM/DD/YYYY)
Please select one of the following:	
Preuse select one of the jourowing:	Insert your 8 digit Texas driver's license number
following for each crime: (4) copies of court order and sentence, and papers pertaining to release from probation: and (2)	or Texas identification number or driver's licens
a statement of (i) the nature, circumstances, date, and location, and (ii) whether the case is on appeal.) {A conviction for a crime involving moral turpitude OR a FELONY disqualifies you from appointment as a notary public under Texas law.}	issued from another state.
B. I have never been found quilty of a crime OR I have only been found guilty of a Class C misdemeanor, e.g. minor traffic	Statements Polating to Qualification
violations such as speeding.	Statements Relating to Qualification:
Notary Public Surety Bond	Mark the appropriate box relevant to your
(This space reserved for agency/bonding company) KNOW ALL PERSONS BY THESE PRESENTS:	criminal history. The Texas government code -
That we, <u>the above-named applicant</u> , as principal, and <u>Contractors Bonding and Insurance Company</u> , as a surety, a corporation duly licensed to do business in the state of Texas, are held and firmly bound unto the governor of the state	Sec. 406.004. Each person appointed and
of Texas and to his/her successors in office, in the sum of TEN THOUSAND DOLLARS for the payment of which, well and	commissioned as a notary public shall be at leas
truly be made we bind ourselves, our heirs, executors and administrators jointly and severally. As a condition of this bond, the above-named principal shall faithfully perform all duties of the office of notary public.	18 years of age and a resident of the State of
BOND NUMBER:	Texas and must not have been convicted of a
Agency Name: Notary Association of Texas, Inc. Address: 1108 Lavaca St., Suite 110-902, Austin, TX 78701	felony or crime involving moral turpitude.
Street City State Zip	
Date:	Notary Public Surety Bond:
Signature of authorized person for surety	Leave this entire boxed section blank. Notary
I, the above-named applicant, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay,	Association of Texas, Inc. will complete this
contributed, or promised to contribute any money or thing of value, or promised a public office or employment for the giving or	section before electronically filing your
withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help mc God.	application with the Secretary of State.
Execution	
Date:	Statement of Officer:
Signature of Applicant (sign in name grow above on line #1 to be used as notary public)	You must read this entire section.
Form 2301 2 Questions may be directed to the Notacy Public Unit an 412-463-5705	Execution
	Execution:
	Date and sign your name exactly as it appears
	in the first section of the application. This is the
	name you will be required to sign when
	notarizing.