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 complete your commission expiration date.
- **Identifying Information:** Insert your name exactly as you wish to be commissioned as a notary public.
  - Insert your entire social security number. The Secretary of State mandates the disclosure of your social security number to maintain records.
  - Insert your mailing address and residence county. The mailing address can be a home or business address.
  - Insert an email address for return of your commission.
  - (Optional) Insert an alternative email address for return of your commission.
- **Statements Relating to Qualification:**
  - Insert your date of birth. (MM/DD/YYYY)
  - Insert your 8 digit Texas driver’s license number or Texas identification number or driver’s license issued from another state.
- **Notary Public Surety Bond:** Leave this entire boxed section blank. Notary Association of Texas, Inc. will complete this section before electronically filing your application with the Secretary of State.
- **Statement of Officer:** You must read this entire section.
- **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.

Texas 09/2018