



# NOTARY ASSOCIATION OF TEXAS, INC.

Tradition of Trust and Integrity Empowering America's Notaries for 85 Years!  
PHONE: 1-800-366-8279 | FAX: 1-800-637-5992 | EMAIL: [info@notarybonding.com](mailto:info@notarybonding.com)  
LIVE CHAT WITH US: [www.notarybonding.com](http://www.notarybonding.com)



Effective January 21, 2025: The Texas Secretary of State will NO LONGER ACCEPT the old notary public application form – It is now online with **ELECTRONIC FILING ONLY!**

## \*MANDATORY INFORMATION NEEDED TO BECOME OR RENEW AS A TEXAS NOTARY\*

**NEW** \*You must use your full legal FIRST & LAST name. Complete first name and last name are mandatory and must match the name on your driver's license or State ID. Middle names or middle initials are *optional*. Initial(s) only for first name or nicknames are no longer accepted.

1. Select for a New Notary <input type="checkbox"/> (Skip to question 2)	Select for a Renewal Notary <input type="checkbox"/>
Commission Expiration Date: ____/____/____ Commission Number (If known): _____	
Has your name changed since last term? NO <input type="checkbox"/> *YES <input type="checkbox"/> *Previous name: _____	
2. Provide your full name: (Name to be used when performing notarizations)	
First name: (cannot use initials or nickname) _____	
Middle name/initial (Optional): _____	
Last name: _____ Suffix (Optional) (Jr., Sr., II, III etc.): _____	
3. Provide mailing address your stamp will be delivered to: *(Selecting "Home address" will not appear on the Secretary of State website – <b>BUT you will also NOT BE NOTIFIED of any future renewal notary commissions!</b>	
Business address <input type="checkbox"/> (preferred) PO Box <input type="checkbox"/> (preferred) Other address <input type="checkbox"/> *Home address <input type="checkbox"/>	
Street address: _____	
City: _____ State: _____ Zip code: _____	
Residence COUNTY (NOT Country): _____ COUNTY	
4. Social Security Number: _____ - _____ - _____ (MANDATORY BY TEXAS SECRETARY OF STATE)	
5. Date of Birth (MM/DD/YYYY): ____/____/____	
6. Driver's License or State ID Number: _____ Issuing State: _____	
7. Email address*: _____	

\*(Email addresses are private and only used for communications with the Secretary of State and our service) It is recommended to use the same email address as your Secretary of State portal account. The Secretary of State only sends one (1) email notice to the applicant to log into their portal account to sign and finish the application process!

## \*EXTREMELY IMPORTANT INFORMATION PLEASE READ\*

### RETURN THIS FORM BY ONE OF THE FOLLOWING METHODS:

**FASTEST METHOD:** Email to: [info@notarybonding.com](mailto:info@notarybonding.com) -OR- Fax to: 1-800-637-5992

You can also mail to: Notary Association of Texas, Inc., 1108 Lavaca St, Suite 110-902 Austin, TX 78701

- ➔ Once we receive this form and payment for a bond package, we will upload your information to the Texas Secretary of State's office. The State will email you a notice that an application has been initiated by Contractor's Bonding & Ins. Co.
- ➔ Once the State has reviewed your information for accuracy – You will receive an email directly from the Texas Secretary of State to create an online account and electronically sign your notary application on their website.
- ➔ You will need to create an online account with the Texas Secretary of State!
- ➔ You **CANNOT** proceed without creating an account!

**DO NOT DELAY - ONCE UPLOADED YOU HAVE 90 DAYS TO COMPLETE YOUR FORM BEFORE IT EXPIRES!**