

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 envelope along with your check or money order payable to: Notary Association of Texas, Inc. Other forms of payment accepted are Visa, MasterCard, American Express, Discover or PayPal.

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.