INSTRUCTIONS TO CORRECTLY COMPLETE YOUR TEXAS NOTARY PUBLIC APPLICATION.

MANDATORY CHECK OFF LIST

- o   Please type or print legibly on the application.
- o   All fields must be completed on the application.
- o   Review the instructions while completing the Texas notary public application.

IDENTIFYING INFORMATION SECTION

- o   The state requires that you use black ink only.
- o   Renewing notaries only please mark the box and insert your commission expiration date at the top left of the notary public application.
- o   Insert your name exactly as you wish to be commissioned as a notary public.
- o   Insert in your entire Social Security Number. (Required by the State of Texas Government Code)
- o   Insert your mailing address. It can be a home or business address.
- o   Insert your residence county.
- o   Insert an email address for return of your commission.
- o   Insert your date of birth (Month/Day/Year)
- o   Insert your eight (8) digit Texas driver's license number or Texas identification number or driver's license number issued from another state.

STATEMENTS RELATING TO QUALIFICATIONS SECTION

- o   Mark the appropriate box relevant to your criminal history.

NOTARY PUBLIC SURETY BOND SECTION

- o   You must leave the areas blank that read: Date and Signature of authorized person for surety. We will complete this section for you.
- o   You must read the Statement of Officer Section.

EXECUTION SECTION

- o   At the bottom of the application you must sign your name as printed or typed at the top of the application exactly as you wish to be commissioned as a notary public.
- o   Your name and your signature must be the same on all lines on the application and should be exactly as you wish to be commissioned as a notary public.