

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!

The image shows Form 2301, Rev. 04/2013, for the appointment of a Texas Notary Public. The form is divided into several sections:

- Header:** Includes the form number, submit-to information (Notary Association of Texas, Inc.), and a space reserved for SOS use.
- Identifying Information:** Contains fields for the name to be used as a notary public (Last, First, Middle, Suffix), Social Security No., Mailing Address (Street, City, State, Zip), and Residence County.
- Return of Commission:** Fields for Email Address and Alternate email address for return of commission.
- Qualification:** Fields for Date of Birth, Driver's License or Identification No., and Issuing State.
- Statements Relating To Qualification:** A section where the applicant selects one of two options regarding criminal history.
- Notary Public Surety Bond:** A section for the bond number and agency information (Notary Association of Texas, Inc.).
- Statement of Officer:** A sworn statement by the applicant.
- Execution:** Fields for the date and signature of the applicant.

 Blue arrows from the right side of the page point to specific fields and sections, corresponding to the instructions provided.

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.

- 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.

Statements Relating to Qualification:

■ Mark the appropriate box relevant to your criminal history. The Texas government code - Sec. 406.004. Each person appointed and commissioned as a notary public shall be at least 18 years of age and a resident of the State of Texas and must not have been convicted of a felony or crime involving moral turpitude.

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.