



Instructions to help you successfully complete your appointment or re-appointment application for a Texas Notary Public commission.

Please type or print legibly on the application. All fields must be completed on the application. Review the instructions while completing the Texas notary public application. We strongly recommend that you double-check the notary public application before sending it to us. Applications not completed correctly will delay processing time. Thank you.

Identifying Information Section

- ❖ The state requires that you use black ink only.
- ❖ Please type or print legibly on the notary public application.
- ❖ Renewing notaries only please mark the box and insert your commission expiration date at the top left of the notary public application.
- ❖ Insert your name exactly as you wish to be commissioned as a notary public.
- ❖ Insert in your entire Social Security Number. (Required by the State of Texas Government Code)
- ❖ Insert your mailing address. It can be a home or business address.
- ❖ Insert your residence county.
- ❖ Insert an email address for return of your commission.
- ❖ Insert your date of birth (Month/Day/Year)
- ❖ 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

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

Notary Public Surety Bond Section

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

Execution Section

- ❖ 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. **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.**