



# NOTARY ASSOCIATION OF TEXAS, INC.

Tradition of Trust and Integrity Empowering America's Notaries for 85 Years!

PHONE: 1-800-366-8279

FAX: 1-800-637-599

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LIVE CHAT WITH US: www.NotaryBonding.com



**EFFECTIVE JAN 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  (Skip to section 2)      Select for a Renewal Notary

Commission Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Commission Number (If known): \_\_\_\_\_

Has your name changed since last term? NO  \*YES  \*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 Sec of State website – BUT you will also NOT BE NOTIFIED of any future renewal notary commissions!

Business address  (preferred)    PO Box  (preferred)    Other address     \*Home address

Street address: \_\_\_\_\_

City: \_\_\_\_\_      State: \_\_\_\_\_      Zip code: \_\_\_\_\_

Residence COUNTY (NOT Country): \_\_\_\_\_ COUNTY

4. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (TX Sec of State requires this)

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 Sec of State and our service)** It is recommended to use the same email address as your Sec of State portal account. The Sec of State only sends one (1) email notice to the applicant to log into their portal account to sign and finish the application process!

**➡ (MORE INFORMATION REQUIRED ON PAGE 2 – TURN OVER PAGE) ➡**

# Statement Relating to Eligibility

 **YOU MUST SELECT “A” OR “B”**

*A conviction for a crime involving moral turpitude (misdemeanor or felony) OR a felony, at any time, disqualifies you from an appointment as notary public under Texas law. All applicants are subject to a background check by the Sec of State’s Office.*

 **Select ONE of the following options:**

- A.** I, *the above-named applicant*, have **never** been convicted of a crime OR I have only been convicted of a Class C misdemeanor.
- OR**
- B.** I, *the above-named applicant*, have been **found guilty of a crime** other than a Class C misdemeanor.

Applicants selecting this option must submit the following items for each conviction:

1. Copy of the Court Order, Sentencing, and all documents pertaining to release from probation (*if applicable*).
2. A statement of the nature, circumstances, date, and location relating to the convictions(s) of the crimes(s) and whether the case is on appeal.

## **IMPORTANT INFORMATION – PLEASE READ!**

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

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

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

**ONCE WE RECEIVE THIS NOTARY INFORMATION FORM, OUR SERVICE WILL UPLOAD YOUR INFORMATION TO THE TEXAS SECRETARY OF STATE’S ONLINE SUBMISSION WEBSITE.**

 **YOU WILL NEED TO CREATE AN ONLINE ACCOUNT WITH THE TEXAS SECRETARY OF STATE**

**ONCE WE UPLOAD YOUR INFORMATION TO THE SEC OF STATE - 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 CANNOT PROCEED WITHOUT CREATING AN ACCOUNT!**

 **YOU ONLY HAVE 90 DAYS TO SIGN & COMPLETE YOUR FORM BEFORE IT EXPIRES!**