

**APPLICATION FOR APPOINTMENT AS A TEXAS NOTARY PUBLIC**

1) NAME TO BE USED AS A NOTARY PUBLIC \_\_\_\_\_

2) SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \*

\_\_\_\_\_  
(LAST) (FIRST) (MIDDLE) (SUFFIX)

3) MAILING ADDRESS: [Please note that the notary public application is a public record that is subject to public access and disclosure. When providing address information, use a business or post office box address rather than a residence address if privacy concerns are an issue.]

\_\_\_\_\_  
(ADDRESS) (CITY) (STATE) (ZIP CODE)

4) RESIDENCE COUNTY: \_\_\_\_\_

5) DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

6) a. TEXAS 8 DIGIT DRIVER'S LICENSE # OR TEXAS ID#: \_\_\_\_\_

b. OR DRIVERS LICENSE # ISSUED FROM ANOTHER STATE: # \_\_\_\_\_ STATE: \_\_\_\_\_

7)  YES  NO IS THIS A RENEWAL? (The commission must currently be in effect to apply.)

a) If YES, give the current expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_ b) Name in which your present commission was issued: \_\_\_\_\_  
**DO NOT SUBMIT IF YOU HAVE MORE THAN 90 DAYS REMAINING ON YOUR CURRENT TERM.**

8)  YES  NO HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A CRIME INVOLVING MORAL TURPITUDE,

**OR, IF THIS IS A RENEWAL, HAS THERE BEEN ANY CONVICTION SINCE YOUR LAST APPOINTMENT? If YES, submit a copy of the final conviction and a statement of the facts, if any, regarding restoration of citizenship rights. APPLICATIONS ARE SUBJECT TO BACKGROUND INVESTIGATIONS.**

9)  YES  NO ARE YOU A LEGAL RESIDENT OF TEXAS?

**OFFICIAL NOTARY PUBLIC BOND FOR THE STATE OF TEXAS**

STATE OF TEXAS, COUNTY OF \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS: THAT WE, \_\_\_\_\_ AS PRINCIPAL  
(Applicant's Name)

AND \_\_\_\_\_ A CORPORATION DULY LICENSED TO DO BUSINESS IN THE STATE OF TEXAS, AS  
(INSURANCE OR BONDING COMPANY)

SURETY, ARE HELD AND FIRMLY BOUND UNTO THE GOVERNOR OF THE STATE OF TEXAS AND TO HIS/HER SUCCESSORS IN OFFICE, IN THE SUM OF TEN THOUSAND (\$10,000) FOR THE PAYMENT OF WHICH, WELL AND TRULY TO BE MADE WE BIND OURSELVES, OUR HEIRS, EXECUTORS AND ADMINISTRATORS JOINTLY AND SEVERALLY BY THESE PRESENTS.

THE CONDITION OF THIS BOND IS SUCH THAT THE ABOVE NAMED PRINCIPAL HAS BEEN APPOINTED A NOTARY PUBLIC FOR THE STATE OF TEXAS SHALL FAITHFULLY PERFORM THE DUTIES OF SAID OFFICE OF NOTARY PUBLIC, THEN THIS SHALL BECOME NULL AND VOID, OTHERWISE IT SHALL REMAIN IN FULL FORCE AND EFFECT.

WITNESS OUR HANDS ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

BY \_\_\_\_\_  
AGENCY NAME

\_\_\_\_\_  
AGENCY ADDRESS CITY STATE ZIP CODE

X \_\_\_\_\_  
SIGNATURE OF SURETY OFFICER OR ATTORNEY IN FACT

**STATEMENT OF OFFICER**

(Pursuant to Art. XVI, Section 1(b) Texas Constitution)

I, \_\_\_\_\_, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be so help me God.  
(Applicant's Name)

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FORGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

**I hereby apply for appointment as a Notary Public in the State of Texas and certify that the information herein provided is true and correct and that I am not disqualified by law or any other reason from holding the office of Notary Public. I also agree to be bound by the terms and conditions of the incorporated notary public bond.**

X \_\_\_\_\_  
Date

X \_\_\_\_\_  
SIGNATURE OF APPLICANT (Sign in name shown on #1)

## INSTRUCTIONS

Take the Official Bond form to any insurance agency or bonding company for completion, unless it is preprinted with the name and address of an insurance agency/surety company. If it is so preprinted, return it to the agency specified on the bond for completion. DO NOT ALTER THE BOND IN ANY MANNER. Only a bond written by a company licensed in Texas to issue fidelity and surety bonds will be accepted. A premium will be collected by the insurance/surety company from which you purchase the surety bond. The Texas Department of Insurance does not have a standard premium rate for this bond limit; thus, you must check with the insurance/surety company for the approved premium rate.

**RENEWALS:** Same procedure and fee as required for obtaining original commission. A Notary Public may be reappointed upon submission of a new application not earlier than ninety (90) days prior to the expiration of the Notary Public's term. A Notary Public who is not reappointed on or before the expiration date of the term the Notary Public is serving will be appointed for a new term expiring four years from the date of qualification.

**COSTS TO BE A TEXAS NOTARY PUBLIC:** Secretary of State fees \$21.00; the applicable premium payable to the insurance/surety company from which you purchase a \$10,000 surety bond; and the costs of purchasing a personalized notary seal and record book (available from an office supply company).

Return the completed application, executed statement of officer, bond and \$21.00 payable to the Secretary of State to: Secretary of State of Texas, Notary Public Unit, P. O. Box 13375, Austin, Texas 78711-3375 or 1019 Brazos, Austin, Texas 78701.

## INFORMATION

\*The disclosure of your social security number is mandatory. Its solicitation is authorized by Chapter 406 of the Government Code and it is used to maintain accuracy of the notary records.

**ELIGIBILITY:** To hold the office of Notary Public an applicant must be at least 18 years of age and a legal resident of the State of Texas and must not have been convicted of a felony or crime involving moral turpitude.

**NAME TO BE USED AS A NOTARY PUBLIC:** When asked in #1 to provide the name to be used as a Notary Public, you should enter the name exactly as you intend to sign documents when acting as a Notary Public. Your commission will be issued in the name you choose. The name can be the full legal name or any variation thereof. For instance, if your full legal name is Gloria Ann Smith, you may choose to qualify as a Notary Public under the name Gloria A. Smith. There is not a statutory requirement that you use your full legal name. However, when signing as a Notary Public, you may use only the name under which you qualified. Some examples of a commonly used Suffix are: Sr., Jr., and III.

**SIGNATURE:** For Signature of Applicant you must sign in the name you will use when acting as a Notary Public. For instance, if you print the name Gloria A. Smith in # (1), you must sign Gloria A. Smith for Signature of Applicant.

**QUESTIONS:** Any questions concerning the completion of the application may be directed to the Notary Public Unit at (512) 463-5705.