

APPLICATION FOR APPOINTMENT AS A TEXAS NOTARY PUBLIC

DO NOT STAPLE

Type or Print Using Black Ink Only!

DO NOT STAPLE

THIS APPLICATION MUST BE ONE PAGE, FRONT AND BACK

NOTAPPL 09/2003 (THIS AREA FOR SEC. OF STATE USE ONLY)

(1) SOCIAL SECURITY #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \*

(2) NAME TO BE USED AS A NOTARY PUBLIC:

(LAST) (FIRST) (MIDDLE) (SUFFIX)

(3) MAILING ADDRESS:

(STREET ADDRESS/RURAL ROUTE) (CITY) (STATE) (ZIP CODE)

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

(5) DATE OF BIRTH: \_\_\_\_\_ (Month/Day/Year)

(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 for this to apply)

(a) If YES, give date your current commission expires \_\_\_\_\_ (Month/Day/Year)

DO NOT SUBMIT IF YOU HAVE MORE THAN 90 DAYS REMAINING ON YOUR CURRENT TERM

(b) Name in which your present commission was issued \_\_\_\_\_

(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?

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.

X \_\_\_\_\_

SIGNATURE OF APPLICANT

SIGNATURE ABOVE AND NAME # (2) MUST MATCH

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 #2 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., III.

CRIMINAL CONVICTION: A criminal conviction does not automatically render you ineligible to hold the office of Notary Public. The application will be reviewed to make a determination on whether the applicant is eligible to become a Notary Public. You may request copies of any information this office collects about you, and you are entitled to have incorrect information corrected.

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 # (2), 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.

**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  
(Applicant's Name)

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.

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

\_\_\_\_\_ Date X \_\_\_\_\_ Applicant's Signature

=====  
Take the **Official Bond** form below 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 on 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.

**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 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\_\_\_\_\_.

\_\_\_\_\_  
INSURANCE OR BONDING COMPANY

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

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

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

X \_\_\_\_\_  
SIGNATURE OF PRINCIPAL (APPLICANT)

=====  
**INSTRUCTIONS**

Complete both sides of this form using black ink or a typewriter. **THIS FORM MUST BE ONE PAGE, FRONT AND BACK (8 1/2 x 11).**

**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 and 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. Form 2301