



# Texas State Notary Bureau

Texas Notary Service Center™  
4107 South First Street  
Austin, Texas 78745  
512- 443- 9202 Fax: 512- 707- 7115  
Email: law@NotaryPublics.com



F. Henry Garcia, Attorney &  
Fmr. Texas Notary Director,  
Secretary of State's Office

We serviced your last Appointment!



Brother Pre-Ink



TexasStateNotary.com

Office records show that your Notary  
Commission Expires:

**Renewal Notice!**



Self-Ink



**Time to renew your commission for another four years! Follow these instructions:**

1. Fill out "APPLICATION for APPOINTMENT as TEXAS NOTARY PUBLIC" on back! {Name, info & question}
2. Sign and date "STATEMENT OF OFFICER & EXECUTION" section at "Signature of Applicant"  
Note: Name given and your official signature should match. {State requirement}

**MAIL, FAX or EMAIL** the Application, order form and payment. Upon receipt, we will endorse the BOND and Electronically file Form 2301 with state for RUSH PROCESSING, as required by law. Supplies are processed and shipped upon Official Commission verification.

Leave Surety Bond Section Blank!

Please call, if you have any questions on the procedures.

Fax or Email credit card order  
for FASTER SERVICE!

Sincerely,

1- 800- 462- 5705      Online: Renewal order processing!

Director

Licensed Bond & Insurance Agent

Protect Yourself....Order E&O: 5,000: \$21.25    10,000: \$34    35,000: \$62  
50,000: \$102    Add selection below !

Official Texas Notary Training Video Info included with renewal order!

**Official Notary Supply Order Form    --- Renewal!**

Deluxe Renewal Package: \$101.99 when ordered by:

\$118.99    **Deluxe Renewal Package:** Rectangular Pre-Ink Stamp, Fee Chart, Journal, Handbook, Law Update, \$10,000 Bond, State Filing Fee

\$ 89.99    **Basic Renewal Package:** Rectangular Self-Ink Stamp, 2015 Law Update, \$10,000 Required Bond, State Filing Fee

Items: \$33 Embosser-Shiny Brand    \$25 Round Pre-ink Stamp    \$24 Rect.Pre-ink Stamp    \$9 Journal/Fee Chart    \$16 Jurat

E & O Policy:    5K    10K    35K    50K    \$100K @ \$204    **Bonds - E & O:** Notary Insurance Svcs., Inc.

\$    6.95    Ship Fee: USPS to address listed, unless changed! Add \$5.00 for UPS!

Stamp ink color:    Black    Blue

Total     I'm paying bond, state & processing fees ..... \$73.00

**Bond Company :** Western Surety Company, Est. 1900

Check enclosed to Texas State Notary - Charge! Card Name: \_\_\_\_\_ Cvc: \_\_\_\_\_ Billing Zip: \_\_\_\_\_

Notary Name: \_\_\_\_\_ Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_

Company Name: \_\_\_\_\_ Card Signature: \_\_\_\_\_

Street: \_\_\_\_\_ # \_\_\_\_\_    \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Am Express \_\_\_ Discover \_\_\_ Check

City/Zip \_\_\_\_\_ Day Phone #: \_\_\_\_\_



Return to:

Texas State Notary
4107 South First St.
Austin, TX 78745

If renewing, mark this box: [ ]

Commission Expires: / /

APPLICATION FOR APPOINTMENT AS
TEXAS NOTARY PUBLIC

Identifying Information

Please Type or Print Legibly

Name to be used as notary public: (This is the name you will be required to sign when notarizing.)

Social Security No.:

Last First Middle (not required) Suffix

Required by TX Gov't Code §406

Mailing Address: (Please notify the secretary of state of an address change within 10 days)

Residence County:

Street City State TX Zip

Email address for return of commission (print legibly):

(Your commission will come from notarypubliccommission@sos.state.tx.us and you will NOT receive materials by mail.)

Alternate email address for return of commission (optional):

Date of Birth: / / Driver's License or Identification No.: Issuing state:

Statements Relating To Qualification

I, the above-named applicant, have never been convicted of a felony or crime involving moral turpitude, am at least 18 years of age and a legal resident of Texas. {All applications are subject to a background check.}

Please select one of the following:

- A. I have been found guilty of a crime other than a Class C misdemeanor. (Applicants selecting this option must attach the following for each crime: (1) copies of court order and sentence, and papers pertaining to release from probation; and (2) a statement of (i) the nature, circumstances, date, and location, and (ii) whether the case is on appeal.) {A conviction for a crime involving moral turpitude OR a FELONY disqualifies you from appointment as a notary public under Texas law.}
B. I have never been found guilty of a crime OR I have only been found guilty of a Class C misdemeanor, e.g. minor traffic violations such as speeding.

Notary Public Surety Bond

(This space reserved for agency/bonding company)

KNOW ALL PERSONS BY THESE PRESENTS:

That we, the above-named applicant, as principal, and WESTERN SURETY COMPANY, as surety, a corporation duly licensed to do business in the state of Texas, 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 DOLLARS for the payment of which, well and truly be made we bind ourselves, our heirs, executors and administrators jointly and severally. As a condition of this bond, the above-named principal shall faithfully perform all duties of the office of notary public.

BOND NUMBER:

4107 South 1st Street,
Austin, TX 78745-1124

Agency Name: NOTARY INSURANCE SERVICES, INC. Address: 512-443-9202 Street City State Zip

Date:

Signature of authorized person for surety

Statement of Officer

I, the above-named applicant, 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.

Execution

I declare under penalty of perjury that the facts in the foregoing Statement of Officer are true. I further certify that the information provided in and with this Application is true and correct and that I am not disqualified by law or any other reason from holding the office of notary public. I agree to be bound by the terms and conditions of the incorporated surety bond.

Date:

Signature of Applicant (sign in name given above on line #1 to be used as notary public)